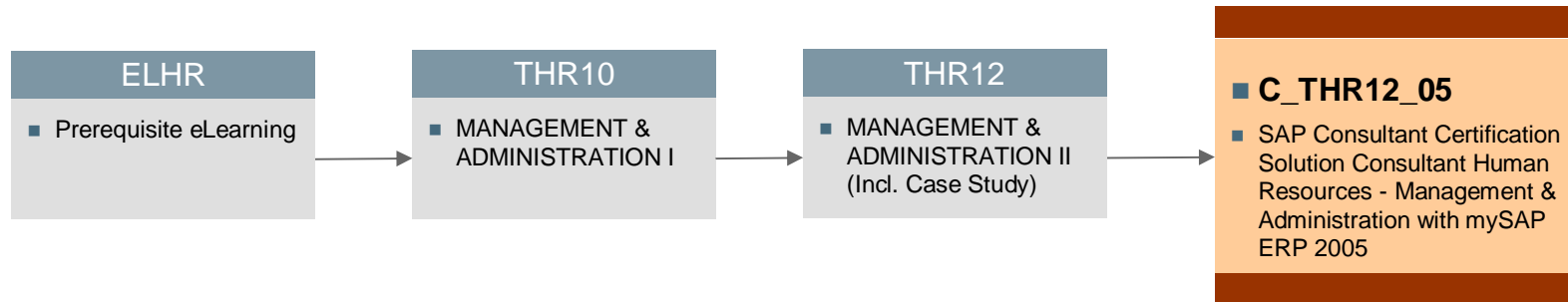


Human Resources - Management & Administration (ECC 6.0)



Code & Collection		Minimum Duration	Maximum Duration	Certification Code
ELHR - SAP125 (Col 62), ERP001 (Col 62), ERP030 (Col 52) & SM001 (Col 62)		5 Days	5 Months	C_THR12_05
THR12 (Col 62)		10 Days	10 Weeks	
THR12 (Col 62)		10 Days	10 Weeks	

Material provided to the candidate: 4 books

THR10 : Part1 & Part 2

THR12

THR14

COURSE DESCRIPTION: SAP NAVIGATION 2005

Course: SAP125

Course Version: 062

Prerequisites

Essential

- None

Recommended

- There are no required prerequisites for taking this course; however, it is recommended that learners have a basic knowledge of Windows.

Duration

- 2 hours

Goals

- familiarize with key terms
- navigate within the SAP system.

Audience

- Beginner users
- Project team members
- Project leaders
- Support personnel
- SAP consultants
- Technical consultants
- Sales
- Super users
- End users

Software

- ERP ECC 6.0

Content

- The SAP Navigation 2005 course is designed to familiarize learners with key terms and how to navigate within the SAP system. You will be introduced to the key areas of SAP screens, fields, and features. You will also be introduced to ways in which you can obtain additional help, modify and customize the look of your SAP system, as well as apply more advanced skills.

Notes

- Course length: 2 hours

COURSE DESCRIPTION: MANAGEMENT EMPOWERED BY SAP ERP

Course: ERP001

Course Version: 062

Prerequisites

Essential

- None

Recommended

- First Experience in SAP Navigation (covered i.e. by e-learning SAP125 SAP Navigation 2005)
- Overview of SAP Business Solutions (covered i.e. by e-learning SAP130 Solutions Powered by SAP or classroom course SAP01 SAP Overview)

Duration

-

Goals

- Explain how SAP ERP streamlines and accelerates the business processes of a typical organization.
- Provide an overview of SAP ERP and its components relevant for Managers, Business and Strategy Consultants.
- Explain how SAP ERP, powered by SAP NetWeaver, enables integration of various business processes and solutions.
- Explain how SAP ERP assists an organization in making informed business decisions with accurate data reporting and analytics.
- Explain how SAP NW BI Business Planning and Simulation (SAP BW- BPS) assists in strategic and operational planning and decision making.
- Give examples of how SAP ERP Operations increases employee productivity.

Audience

- Executives and Managers
- Business & Strategy Consultants
- People interested in SAP ERP
- Client Cross Functional Users
- Project Team Members
- Super Users

Software

- SAP ERP 6.0, SAP NW 7.0

Content

- SAP ERP - Overview, positioning and components
- SAP ERP powered by SAPNetWeaver and its components
- Highlighted Analytics & Reporting functionality in BW and SEM for improved business decision making and control
- Strategic Business Planning in BW-BPS and Planning Integration aspects with other components
- Highlight how SAP ERP helps to increase the user productivity by decreasing efforts through automation, centralization and standardization. This will be explained with several examples like e- Procurement, RFID and Mobile Sales

Notes

- Course length approximately: 4 hours, inexperienced users might need more time

COURSE DESCRIPTION: MANAGEMENT EMPOWERED BY MYSAP ERP HUMAN CAPITAL MANAGEMENT

Course: ERP030

Course Version: 052

Prerequisites

Essential

- Basic understanding of Human Resources Business Processes

Recommended

- First Experience in SAP Navigation (covered i.e. by e-learning (SAP125 SAP Navigation 2005))
- Overview of mySAP ERP (covered i.e. by e-learning (ERP001 Management Empowered by mySAP ERP)

Duration

- 2 hours

Goals

- Identify how critical management business challenges facing today's Business Manager are addressed and supported by mySAP ERP Human Capital Management.
- Identify the capabilities, functions and related software components that constitute the mySAP ERP HCM solution
- Apply mySAP ERP HCM to typical Human Capital Resources business processes needs"

Audience

- Executives and Managers
- Business and Strategy Consultants
- People interested in overview of mySAP ERP Human Capital Management
- Client Cross Functional Users
- Project Team Members
- Super Users

Software

- mySAP ERP
- SEM 4.0
- BW 3.5
- EP 6.0
- E-REC 3.0

Content

- Employee and Manager Self-Services
- Organizational Units
- Personnel List
- Profile Match
- Analytics/Balanced Scorecard
- Appraisals
- Training Plan
- Personnel Development Plan

- Compensation/Salary/Promotion
- Recruitment and e-Recruiting

Notes

- Course length: 2 hours

COURSE DESCRIPTION: INTRODUCTION TO SAP SOLUTION MANAGER

Course: SM001

Course Version: 062

Prerequisites

Essential

- Basic knowledge of SAP systems

Recommended

- None

Duration

- 2 hours

Goals

- Define the concept of the SAP Solution Manager
- Discuss the tools provided by the SAP Solution Manager

Audience

- Consultants
- Project Managers
- Project Team Leads
- Project Team Members
- IT Service Desk Managers
- IT Service Desk Members

Software

- Solution Manager 4.0

Content

- This course is meant to familiarize you with the principles and terminology of the SAP Solution Manager. You will be introduced to the benefits of using the SAP Solution Manager during the implementation of your SAP solutions and during ongoing support and operations.

Notes

- Course length: 2 hours

Course: THR10

Course Version: 062

Prerequisites

Essential

- Business knowledge in the area of human resources
- The following are included in posting THR10:
- SAP125 [SAP Navigation 2005](#)
- ERP001 [Management Empowered by SAP ERP](#)
- ERP030 [Management Empowered by SAP ERP Human Capital Management](#)
- which you must study in your own time before the start of course
- THR10

Recommended

- None

Duration

- 10 days

Goals

- Explain the basic processes of human resources
- Adjust personnel administration data for customer-specific requirements
- Adjust the main aspects of time data
- Carry out reporting in Human Resource Management

Audience

- Solution consultants who are responsible for implementing Personnel Administration with SAP ERP Human Capital Management (SAP ERP HCM), in particular in the areas of master data, time management, and reporting

Software

- ERP ECC 6.0

Content

- Overview of mySAP ERP HCM: Navigation and structures in Human Resource Management, Employee Self-Service, Manager's Desktop, recruitment, personnel development, personnel cost planning, training and event management, compensation management
- Configuration of human resources master data: Enterprise, personnel and organizational structure, default values and features, billing data: Pay scale and wage type structure, pay scale reclassification and increase, work flows and user interfaces: for example, screen modification and personnel actions, management of global employees
- Configuration of Time Management: Overview of Time Management and its integration with other applications, configuring the work schedule and setting up the planned working time, creating attendance and absence types and their payments, managing time quotas and quota deduction, and configuring the Time Manager's Workplace (TMW)
- Reporting in Human Resource Management: Infosystems, Ad Hoc Query, SAP Query, payroll infotypes and simulated infotypes of Time Management, Human Resource Management in SAP NetWeaver Business Intelligence
- Mini case study

Notes

- To ensure that you retain the knowledge gained in this course and successfully complete the certification examination at the end of course THR12, we recommend that you consolidate the content in your own time after the course.
- ERP030 is only available in english language.

Course: THR12

Course Version: 062

Prerequisites

Essential

- THR10 [Management & Administration I](#)
- The following are included in posting THR12:
- SM001 [Introduction to SAP Solution Manager](#)
- which you must study in your own time before the start of course
- THR12

Recommended

- None

Duration

- 10 days

Goals

- Explain how Payroll is organized, perform payroll runs, and configure gross payroll
- Configure organizational management
- Utilize your knowledge directly as a junior consultant in your first period of practice

Audience

- Solution consultants responsible for implementing Payroll and Organizational Management with SAP ERP Human Capital Management (SAP ERP HCM)

Software

- ERP ECC 6.0

Content

- Organization and configuration of payroll: Identifying and operating control mechanisms available in the payroll system, personnel calculation schema and rules, encoding characteristics of wage types, checking the payroll using the payroll log, determining hourly rates, calculating averages, factoring, developing rules to automate the payment of working hours, processing absences in payroll, retroactive accounting
- Organizational management: Maintenance of the organizational structure , matrix organization and structures, reporting and reporting tools, Manager's Desktop and Manager Self Service, integration with other HR components
- Integrated case study: Implementation of a fictitious demo company using specific business processes: configuration and mapping of the company structure, master data, and business processes in the SAP system
- Review and certification preparation
- Certification examination for Solution Consultant Human Resources – Management & Administration with mySAP ERP 2005 on the content of courses SAP120, ERP001, ERP030, THR10, SM001, THR12

Notes

- To ensure that you retain the knowledge gained in this course and successfully complete the certification examination at the end of course THR12, we recommend that you consolidate the content in your own time after the course.