SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Departments of Accounting/Management/MIS
Course Syllabus
Fall 2007

COURSE NUMBER: **ACC / MGT / MIS 595**

COURSE TITLE: Business Process Integration Using ERP Systems

COURSE MEETINGS: This class meets from 6:00 pm until 9:00 pm.

INSTRUCTOR: Ross Quarles, PhD, CPA
                         Professor of Accounting and SAP Program Director, SHSU
                         Office: 311J Smith-Hutson Building
                         Office Phone: 936-294-1846
                         Office Hours: M, Tu, Th 9 – 12, Others by appointment.
                         Email: rquarles@shsu.edu

PREREQUISITES: Graduate Standing and approval of the instructor

REQUIRED TEXT: Materials will be provided by the instructor as reading/study text,
                         exercises, cases, and other support information.

COURSE DESCRIPTION: This course examines the integration of processes in business
organizations and the impact of integrated information systems on those processes as well as
the impact of those processes on information systems.

This course provides a foundation for understanding the integration of information systems in
businesses and technology-enabled business environments. The course provides students with
an understanding of modern business processes and their implementation through technology
via a framework that serves as a comprehensive examination of all areas of business.
Students learn about the concepts of enterprise resource planning (ERP), the history of
computerized information systems for business, the importance of business processes in
modern organizations, and are provided with the opportunity to gain practical experience with
hands-on exercise process integration activities using the SAP R/3 System. Students will
participate in SAP R/3 client configuration exercises designed to apply the concepts of process
integration, systems understanding, application of process information integrations, and
utilization of ERP based business information for business decision making.

GENERAL COURSE GOALS: The general goals of this course involve providing an
environment and activities that allow students to

1. gain factual knowledge regarding the terminology, classifications, methods, and
   trends involved in business process integration
2. develop skills in applying course material related to issues such as improved
   thinking, problem solving, and decision making, and
3. develop specific skills, competencies, and points of view needed by professionals in
   the fields most closely related to this course.

SPECIFIC COURSE OBJECTIVES: Upon completion of this course students will have learned:

1. The concepts and methods of business process integration.
2. To recognize information systems requirements of business functional areas (marketing and sales, production, materials management, and accounting and finance).
3. To configure an ERP system client in SAP/R3 to aggregate business functional activities into business processes to accomplish processing for procurement logistics, production logistics, sales logistics, and financial and controlling support processes.
4. To process business transactions in an ERP information system.
5. To map business processes, organizational structure, and master data in SAP R/3.
6. To accomplish cross-module transaction processing in SAP R/3, and to create, report, and use information and information system integration across the FI, CO, SD, MM, and PP modules within the SAP R/3 system.

TOPICS:

♦ Business functions, processes, and data requirements
♦ Development of ERP systems
♦ Marketing information systems and the sales order process
♦ Production and materials management information systems and the logistics process
♦ Accounting, finance, and controlling information systems and the accounting process
♦ Creation of master records and transaction processing using varying client configurations

STUDENT SYLLABUS GUIDELINES

You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure:
http://www.shsu.edu/syllabus/

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. *See Student Syllabus Guidelines.*

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Student Absences on Religious Holy Days: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with

disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office

COURSE EVALUATION PROCESS:
The specific means through which grades are assigned in this course are contained elsewhere in this syllabus under the heading **MEASUREMENTS OF PROGRESS.** Please refer to that section for specific evaluation and progress measurement methods. However, the overall grade in the course will be based on the percentage of the total available points earned. The grade achievement levels will be 90%, 80%, 70%, and below 70% for A, B, C, and F, respectively.

ATTENDANCE POLICY:
Large portions of this class involve hands-on exercises conducted in class and the associated interactions driven by those exercises. Missing class will seriously detract from that learning experience. Exercises to be done in class and before the next class will be handed out at various class meetings. If you are not here when they are handed out, you still remain responsible for completing those assignments.

LAST DAY TO DROP WITHOUT AN F: October 10, 2007

UTILIZATION OF EMAIL:
Email will be used as the means of communicating time sensitive information for this class. The Blackboard mail system will be utilized which will send email to your student address as recorded in the SHSU system. If that address is not the primary address that you use and check daily, you can have that address forwarded to your preferred address by contacting University Computer Services help desk at extension 1950.

UTILIZATION OF BLACKBOARD:
The majority of reading materials and other information will be disseminated through the use of the Blackboard application on the SHSU server. To access your specific Blackboard account for this class, log on to the SHSU home page at www.shsu.edu and click on the term "Blackboard" in the lower right hand portion of the screen. A screen requiring your user name and password will come up. Your user name is your SHSU user name such as STDXXXXXX and your password is the one you use to get on to the SHSU system. If you do not have an account set up on Blackboard, you can click on the Account Activation tab.

SUMMARY OF COURSE CONTENT AND ASSIGNMENTS:
This course consists of the following primarily major activities.

1. **GRADED EXERCISES**: Each student should read and study the materials provided by the instructor for the SAP system overall and for each of the five modules to be examined in this course (FI, CO, MM, PP, and SD). When this study is complete, a set of exercises must be completed that are related to each module.

a. These exercises consist of approximately twenty five multiple choice questions. They will be loaded on Blackboard a minimum of seven days before they must be completed.
b. Students will complete the exercises on Blackboard and that system will grade the exercise when completed.
c. You can complete these exercises as many times as you wish to improve your score. Only the score on the last attempt prior to the submission deadline will be used. There is a two hour time limit on any one attempt. You are not allowed to backtrack on the individual questions. The exercises must be completed **by the start of class** on the date the exercises are due in accordance with the class schedule.
d. PLEASE NOTE: If you exceed the two hour time limit, the system will not log you off but will annotate your grade in the grade book entry reported to the instructor. If your grade is annotated, you will receive a zero as your grade for the exercise set regardless of the grade calculated by the system. If you are "practicing" the exercises and exceed the time limit, you will have to contact the instructor to have the attempt cleared so that you can again

2. **QUAZI COMPUTERS WORKING PROJECT:** Configuration of the FI, PP, MM, CO, and SD modules for the Quazi Manufacturing client. This configuration will utilize a "bottoms up" process involving the completion of guided exercises to configure the specific elements of each module.
    a. Each student will have his or her own company code and carry out the complete configuration of each of these modules so that transactions can be processed within those modules for Quazi Computers.
    b. This activity will be accomplished through sets of guided exercises accomplished during class under the direction of the instructor and with full interaction and also outside of class at other locations using the SAP GUI or the SHSU network
    c. Each student will work at his/her own pace during the class period. However, as indicated by the course schedule, there are configuration milestones that must be completed by specified dates.

3. **QUAZI COMPUTERS BUSINESS CASES:** Processing of transactions for Quazi Computers using each of the five modules configured in the Working Project described above.
    a. This processing is accomplished through Business Cases that provide transaction data applicable to each module.
    b. Each student will use his/her configured Quazi client company to process transaction data provided in the Business Case.
    c. As part of each Business Case there are items that are required to be printed out and submitted to the instructor for grading. These printouts demonstrate not only successful configuration of the module but also the successful processing of transactions.
    d. Each business case must be completed prior to the class meeting following its distribution. It may be completed during the class session in which it is distributed or during the week following that session. In either case, the submission is due no later than the beginning of the next class session following distribution.

4. RF CLOTHING CASE: Configuration by each student without guided exercises of the RF Clothing client and processing of transactions through all five modules of that configured client. This configuration will utilize a "top down design" process involving completion of free form activities to setup organizational structure elements and then the master data elements required for the configuration. The general project instructions for this case can be found in the **RF CLOTHING GENERAL PROJECT INSTRUCTIONS** on Blackboard. Those instructions contain specific values to be used in completing this case. Also on Blackboard are the **RF CLOTHING PROCESSING INSTRUCTIONS** that outline the processing steps required to complete this exercise.

   a. During the guided configuration of the Quazi Computers client, each student will produce "design templates" that identify the attributes of each element of organizational structure and master data necessary for each module for RF Clothing. The instructor will provide blank design templates (in Excel, on Blackboard) to be used in both this step and the following step of this activity.

   b. Each student will determine the specific values for each of the organizational structure and master data elements to be used to configure the RF Clothing client using the Quazi Computers exercises as a guide. These values will be recorded using "design templates" that will be submitted to the instructor for review and comments. <u>Design templates are to be submitted to the instructor in accordance with the class schedule</u>.

   c. The design templates will be returned with instructor comments for correction. When these corrections are made, the corrected templates are to be resubmitted to the instructor. The corrected templates should be submitted to the instructor as soon as possible after completion. **You will not be allowed to begin configuration of your RF Clothing company until these corrected templates have been approved by the instructor.** The corrected templates will be used by each student to configure his/her RF Clothing client once all five sets of design templates are complete.

   d. When RF Clothing configuration is competed, the instructor will provide a set of **Beta Test Requirements** (transactions) that are to be used by the student to test his/her RF Clothing configuration. These transactions are for your use in testing your configuration. Submissions are required in conjunction with processing the test transactions. These submissions are described in the **Beta Test Requirements** document on Blackboard.

   e. When each student is satisfied that his/her RF Clothing configuration is successfully completed (as indicated by successful processing of the **Beta Test Requirements**) he/she will process the transactions identified in the **RF CLOTING FINAL CONFIGURATION UPDATE.** This configuration update contains scenarios from RF Clothing that require identification of transaction data and processing of that data through the student's configured RF client. These scenarios outline the activities of RF Clothing that have been ongoing during the configuration process and which must be included in the final deliverable of the system to the client. The deliverable associated with the RF Final Configuration update involves printouts of specific items that are to be submitted for grading.

   f. In completing your RF Clothing configuration, you may get "stuck" due to a mistake or error in configuration. You should attempt to determine what you did wrong on your own. However, if you cannot eradicate yourself from your predicament, you can contact the instructor (preferably by email) and explain your situation and receive advice and/or help. However, the quantity and

type of help that you are seeking will be monitored by the instructor and will form one element of the determination of your grade on this case. Do not construe this to mean that you should not seek assistance, but remember that this case is to be your work, not that of the instructor.

5. **FINAL EXAMINATION**: An examination covering the concepts, configuration, and operation of the SAP R/3 modules studied and utilized in this course. This examination is based on the SAP Business Process Integration certification examination and on the **MODULE QUIZZES** completed as part of the study of each SAP R/3 module throughout the course. It will be administered in class through the Blackboard system and will be completed at the date/time as specified in the course schedule.

SUBMISSION DEADLINES:

The specific due date for each assignment is provided in the class schedule. If a particular assignment is not submitted when it is due, a penalty of 25% of the grade on the submission will be assessed for each week that the submission is late. However, this does not apply to the date of the final RF Clothing project which must be submitted on the due date (or earlier) or the grade for that project will be zero.

It is possible that the progress of the class may be different from that specified in the initial class schedule (depending upon the progress of the class in configuring the clients). If adjustments are necessary, a new schedule will be provided incorporating any necessary schedule changes. Adequate time will be allowed for submissions if schedule changes are necessary.

MEASUREMENTS OF PROGRESS and GRADING:
Your grade in this course will be computed using the following parameters:

Module Exercises (5)	30%
Quazi Computers Business Cases	15%
RF Clothing Case	35%
Final Examination	20%
	100%

SEVERE PENALTY FOR "HACKING" OTHER STUDENTS WORK:

Hacking by one student into another students work can be identified by the SAP system. If a student accesses and manipulates others work, that student will receive an F in the class regardless of grades on other activities.

EXCLUSIVE USE AGREEMENT

Our SAP license does not permit simultaneous logons by the same individual. You will be required to sign an exclusive use agreement that stipulates that you will not allow anyone to be logged on to the SAP system using your user-id at the same time you are logged on. This is tracked by SAP. If the situation arises, you will receive an F in this class regardless of your grades on submitted work.