



**SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Departments of Accounting/Management/MIS
Course Syllabus
Summer 2008**

COURSE NUMBER: ACC/MGT/MIS 595

COURSE TITLE: Business Process Integration Using ERP Systems

COURSE MEETINGS: This class meets from 6:00 pm until 10:00 pm.

INSTRUCTOR: Ross Quarles, PhD, CPA
Professor of Accounting, SAP Program Director, SHSU
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Office Phone: 936-294-1846
Office Hours: M 1 - 5, Others by appointment.
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PREREQUISITES: Graduate Standing and approval of the instructor

REQUIRED TEXT: All materials (including a "textbook" and cases) 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 purposes for and information systems requirements of business functional areas (market and sales, production and materials management, and accounting and finance),
2. the aggregation of business functional activities into business processes and the purposes for and information systems requirements to support those processes,
3. the interactions of process flows and organizational structures,
4. to map business processes and structures in SAP R/3,
5. to construct and apply cross-module transaction processing in SAP R/3, and
6. 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

COMPREHENSIVE CASE REQUIREMENT:

Each student will is required to complete a comprehensive case involving the complete configuration of an SAP client to correctly process the integrated business transactions of a hypothetical company. The knowledge obtained and the skills developed in this class are used in this case to configure and integrate the business processes involved in the SAP production, procurement, and sales logistics modules along with the administrative processes related to financial accounting and controlling. This requirement involves the creation of the data organizational structure, master data, and integration processing rules that allow transactions to be processed. Involved in this requirement is the requirement that the client created by the student successfully process business transactions to demonstrate that the client properly records, processes, and reports the results of typical business transactions.

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: August 5, 2008

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 REQUIREMENTS AND ASSIGNMENTS:

This course consists of the following primarily major activities.

- 1. FLYA KITE CASE QUIZZES (3):** Quizzes will be completed covering the study materials provided by the instructor for the Flya Kite Case for the MM, PP, SD, and FI/CO modules.
 - a.** Note: these quizzes are to be completed on Blackboard prior to the class due per the class Schedule. You may complete these quizzes as many times as you wish, but only the final attempt will be taken as your grade for the quiz. You have 15 minutes to take the quiz once you begin. If you exceed the time limit, that will be noted by the instructor and your grade will be a 0 for that attempt.

- 2. FLYA KITE CASE DELIVERABLES (3):** These deliverables consist of “screen shots” of completed exercises in the Flya Kite case.

- 3. TEXTBOOK QUIZZES (5):** In class quizzes will be administered covering the “textbook” materials provided by the instructor for each of the five modules to be examined in this course (FI, CO, MM, PP, and SD).
 - a.** Review questions for these quizzes are loaded on Blackboard in the **Textbook Review Questions** section. The in class quizzes will come from these review questions. The scores you make on the review questions as you are going through them do not count as part of your grade in the class; only the in class quizzes are part of your grade determination. Each review question session has a time limit of one hour. Each attempt presents only part of the total number of questions; therefore, multiple attempts are required in order to ensure you have seen all questions in the test set.
 - b.** Note: these quizzes will start promptly at the beginning of the class period and strictly adhere to the set time limit for each quiz. If a student arrives after the quiz has begun, he/she will not be allowed to take the quiz until after that class session is completed.

- 4. QUAZI COMPUTERS CASE CONFIGURATION 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.



- 5. **QUAZI COMPUTERS BUSINESS CASES (3):** Processing of transactions for Quazi Computers using each of the five modules configured in the Quazi Computers Case project described above. Two of these cases will be completed in class and one outside of class. These cases cannot be completed unless the student has fully and correctly configured the modules that utilize the particular transactions being processed.
 - 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 and submitted to the instructor for grading. These printouts demonstrate not only successful configuration of the module but also the successful processing of transactions.

- 6. **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 **TEXTBOOK QUIZZES** completed as part of the study of each SAP R/3 module throughout the course. Four weeks prior to the final a **FINAL REVIEW** will be available on Blackboard in the Textbook Review section that presents 50 questions at a time from the test bank with a session time limit of two hours. You should use this review to prepare for the final exam.

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 Quazi Business Case 3 which must be submitted on the due date or the grade for that case 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:

Item	Number	% of Total Grade
Flya Kite Quiz MM PP	1	10%
Flya Kite Quizzes SD and FI/CO	2	12%
Flya Kite Deliverables	3	18%
Textbook Quizzes	5	30%
Quazi Business Cases	3	18%
Final Examination	1	12%



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.