



SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Departments of Accounting
Course Syllabus
Spring 2018

COURSE NUMBER:	ACCT 5375.01
COURSE TITLE:	Business Process Integration Using ERP Systems
COURSE MEETINGS:	This class meets from 14:00 – 17:00 on Wednesday See Class Schedule document for detailed assignments.
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: W 11:00 – 14:00 Others by appointment. Email: rquarles@shsu.edu
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 (marketing 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 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 configured 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.

LAST DAY TO DROP WITHOUT AN F: April 6, 2018

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. **It is the student's responsibility to ensure that email transmitted through Blackboard reaches his/her appropriate mail box.**

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.

GRADE POSTING ON BLACKBOARD:

Grades for individual assignments will be posted on Blackboard. The overall grade in the course must be computed using the data from the **MEASUREMENTS OF PROGRESS and GRADING** section of this syllabus (below).

SUMMARY OF COURSE REQUIREMENTS AND ASSIGNMENTS:

This course consists of the following primarily major activities. See Class Schedule for due date requirements.

- 1. FLYA KITE CASE QUIZZES (5):** Quizzes will be administered covering the study materials provided by the instructor for the Flya Kite Case for the MM, PP, SD, and FI/CO modules. These quizzes are completed outside of class and are due in accordance with the class schedule.
 - a. Note: these quizzes have time limits enforced or tracked through the Blackboard system. If you have not submitted the quiz by 10 seconds before the time expires, the system will automatically end the quiz and submit it for grading. [Do not exceed the time limit on the quizzes. If you know the material the time limit is generous. You do not, however, have time to look up the answers.]
- 2. FLYA KITE CASE DELIVERABLES – SCREEN SHOTS (4):** These deliverables consist of “screen shots” of completed exercises in the Flya Kite case. These screen shots are captured in a Word document that is transmitted as an attachment to an email to the instructor for grading. The emails and attached files must follow the naming convention set forth by the instructor.
- 3. TEXTBOOK HOMEWORK ASSIGNMENTS (5):** A homework assignment must be completed 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. The homework assignments consist of multiple choice questions in Blackboard covering each chapter **as it is being covered in class as part of the Quazi Configuration Case**. The homework must be completed in accordance with the class schedule which generally requires the homework to be completed by the class period in which the particular chapter will be covered.
 - b. A number of the questions on the Final Examination will come directly from these homework questions.
- 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 completed under the direction of the instructor either in class or outside of class at other locations using the SAP GUI or the SHSU network (through remote login)
 - 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 (4):** Processing of transactions for Quazi Computers using each of the five modules configured in the Quazi Computers Case project described above. These cases may be completed in class or 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 captured in screen prints saved to a Word document that is electronically submitted to the instructor for grading. **Do not submit “Read-Only” documents to the instructor or your grade will be discounted.** These screen shots demonstrate not only successful configuration of the module but also the successful processing of transactions.
- 6. **RF CLOTHING CASE CONFIGURATION PROJECT:** 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 followed by setup of 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. Design templates are to be submitted to the instructor in accordance with the class schedule. The design templates are located in the **RF Clothing Design Templates** section of Blackboard. **Do not submit “Read-Only” documents to the instructor or your grade will be discounted.**

- c. The design templates will be returned with instructor comments for correction. You should make sure that you understand all corrections and properly make the corrections to your templates. 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 completed, the instructor will provide a set of **RF Clothing 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. **Do not submit "Read-Only" documents to the instructor or your grade will be discounted.** These submissions are described in the **RF Clothing 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 CLOTHING FINAL CONFIGURATION UPDATE**. This update will require additions of master data to the RF Clothing configuration in order to complete the RF Clothing Business Case. You must complete this final update before you will be able to complete the RF Business Clothing Business Case in class (see below).
 - f. **FINAL NOTE ON CONFIGURING RF CLOTHING:** 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 both the instructor and the basis administrator (**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.
7. **RF CLOTHING BUSINESS CASE (1):** This case utilizes the student's fully configured and updated RF Clothing company code and requires identification of transaction data and processing of that data. These scenarios in this case outline the activities of RF Clothing that have been ongoing during the configuration process which must be included in the final deliverable to the client. The deliverable associated with the RF Clothing Business Case involves screen shots of specific items that are to be submitted for grading. **Do not submit "Read-Only" documents to the instructor or your grade will be discounted.**
8. **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 HOMEWORK ASSIGNMENTS** completed throughout this 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 due, a penalty of 20% of the grade on the submission will be assessed for each day (24 hours or part thereof) 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 parameters identified in the following table.

ACC 5375 Grade Weights			
Category	Percent of Total Grade	Elements	% of Category**
Quizzes - Flya Kite	20%	Introduction	20%
		MM	20%
		PP	20%
		SD	20%
		FI/CO	20%
Flya Kite - Screen Shots	5%	MM	25%
		PP	25%
		SD	25%
		FI/CO	25%
Textbook Homework	20%	FI	20%
		MM	20%
		CO	20%
		PP	20%
		SD	20%
Quazi Business Cases	10%	1 (FI/MM)	20%
		2 (CO)	20%
		3 (PP)	20%
		4 (SD)	20%
RF Templates	5%	FI	20%
		MM	20%
		CO	20%
		PP	20%
		SD	20%
RF Beta Testing	10%		100%
RF Business Case	5%		100%
Final Examination	25%		100%
Total	100%		
** Percentage per element may be subject to change within the particular category. This has no effect on the % of the total grade for that category.			



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.

NOTE ON REQUESTING HELP IF YOU ARE “STUCK” IN AN EXERCISE OUTSIDE OF CLASS

To request help if you are stuck: You must email **both the instructor** at rquarles@shsu.edu **and the basis administrator** at fnoman@shsu.edu with as much information as you have regarding your problem. **If you do not email both of us, we will not answer your question or provide any assistance.** You should include in your email your **user number, the exercise on which you are stuck, what you have done, screen shots of error messages received (as file attachments, not as part of the message itself), and any other information that will help us troubleshoot the problem.** We are not a 24 hour help desk but will try to get back to you as soon as we can. It is best if you find your own mistakes, however. We are especially not available on Sundays.

SAP/COBA STUDENT RECOGNITION AWARD

If you complete this course with a B or better and you have completed at least two other SHSU College of Business Administration courses that have at least 30% SAP content (with a grade of C or better for undergraduate and B or better for graduate classes) you are eligible for the SAP/COBA Student Recognition Award signifying that you have completed a basic core of study in SAP. It should not be confused with the SAP Functional Consultant Certificate that is awarded by SAP only after completion of a SAP Academy and successful completion of the SAP Certification Examination (TERP 10). If you are eligible (or think you may be eligible) for this certificate, please check with the instructor to determine your eligibility.