

Syllabus

Information

Professor: Fawzi Noman
Office: Smith Hutson Building (SHB) 305G
Phone: (936) 294-4879
email: fnoman@shsu.edu
Text: None
Office Hrs: T 1 pm – 3 pm
Th 11 am – 12 noon
Other time by appointment

Objectives

This class studies the types of issues that managers will need to consider in implementing cross-functional integrated systems. We will examine the general nature of enterprise computing, re-engineering principles and the technical foundations of client/server systems and enterprise information architectures. We will also look at the different types of enterprise information systems, primarily SAP R/3. Topics include the tools and methodology, modules, processes, and industry initiatives.

Things you will need

1. Textbook
 2. SHSU computer account (check with a lab assistant)
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Schedule

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>	<u>Due</u>
1/18/2018	Class Policies		
1/23/2018	Introduction to Business Process Integration, Using ERP Systems,		
1/25/2018	SAP Overview	Quiz Intro	E-mail 1
1/30/2018	Procurement Logistics, SAP MM Module	Quiz MM	E-mail 2
2/1/2018	Production Logistics, SAP PP Module	Quiz PP	
2/6/2018	Sales Logistics, SAP SD Module	Quiz SD	FlyA Kite MM01-12
2/8/2018	Financial and Controlling Support Logistics, SAP FI/CO Module	Quiz FI/CO	
2/13/2018	Intro to SAP Navigation		
2/15/2018	SAP System Basics		FlyA Kite PP01-13
2/20/2018	Test: BPI, ERP, Procurement, Production, Sales, Accounting	Test 1	
2/22/2018	Installing an SAP System		
2/27/2018	Starting and Stopping the System & System Configuration		FlyA Kite SD01-22
3/1/2018	Starting and Stopping the System & System Configuration		
3/6/2018	System Configuration & Access to help		
3/8/2018	System Configuration & Access to help		FlyA Kite FI/CO01-18

Spring Break (3/12 – 3/16)			
3/20/2018	Basics of Database Administration		
3/22/2018	Test: System Basics, Installation, Starting and Stopping	Test 2	
3/27/2018	Basics of Database Administration		
3/29/2018	System Landscapes and Transport Requests	Post Quizzes Due	
4/3/2018	System Landscapes and Transport Requests		
4/5/2018	Support Packages and Industry Solutions & Background Processing		
4/10/2018	Printing from SAP Systems & Basics of User Administration		
4/12/2018	Test: System Config, Help, DB Admin, System Landscape & Transport Request, Support	Test 3	
4/17/2018	Basics of User Administration		
4/19/2018	Remote Connections		
4/24/2018	SAP Solution Manager		
4/26/2018	System Monitoring		
5/1/2018	Introduction to System Security		
5/3/2018	Introduction to System Security		
5/10/2018	Final: Print, User Admin, Remote, Monitoring, Solution Manager, System Security	9:30 a.m. – 11:30 a.m.	Final

Grades

Final grades will be composed of Tests, Assignments, Quizzes, and the final. Your grade will be calculated according to the table below:

Part	Percentage of Grade
Tests	40%
Quizzes	15%
Assignments	30%
Final	15%

This class may be taken for graduate credit if you are enrolled in the graduate program. Graduate credit will entail engaging in research and reporting on the research findings in written or oral form. Topics for graduate research will be decided by the instructor.

Your letter grade will be assigned according to the standard grading scale shown below.

Final Score	Letter Grade
90 >= Score	A
80 >= Score	B
70 >= Score	C
60 >= Score	D
Score < 59	F

Attendance

A bonus of 3 points on the final grade will be given for perfect attendance (No absences whatsoever). I will take attendance to keep a record of who attends class. You are allowed 3 hours of absence, excused or unexcused, without penalty.

Homework

Each assignment will be handed in via email, and is **due BEFORE CLASS on the day it is due**.

The due dates for the homework can be found in the 'Due' column of the Schedule. All homework will be submitted via email, and must be sent before class period of the due date. The dates and times on the email message will be checked to assure the homework is not late. If your class starts at 11 am, and the assignment is mailed at 11:01 am, **the assignment is LATE**.

Furthermore, the homework must be submitted correctly to be accepted. See [How to hand in homework](#).

Cheating vs. Helping

I encourage students to help each other with the homework assignments. However, each student's assignment should be performed entirely by that student. To ensure that your work is independent:

1. Do not obtain or use another student's file(s) in any way
2. Do not give other students access to your file(s) in any way
3. Do not "work together" on a single file/document
4. Do not "start with" another student's file/document
5. Edit another student's file/document

However, in the spirit of collegiality and learning, I encourage you to:

1. sit beside and "coach" another student through an assignment
2. sit at adjacent, separate, computers and "work together" on separate documents
3. look over another student's shoulder (with their permission) as they work on an assignment

Tests and Quizzes

Tests are shown on the [schedule](#). Tests will be approximately 25 questions, multiple choice and/or true/false and a hands-on practical portion. They will be straight-forward and should be relatively easy if you have attended class, read the material, and completed the assignments.

Quizzes will be approximately 10 questions, multiple choice and/or true/false. They will be given at the beginning of the class period and will cover the reading assigned for that day. The lowest quiz grade will be dropped. There will be no quiz make-ups.

Miscellaneous

1. Cheating or plagiarism will not be tolerated. Students will be handled according to university guidelines.
 2. Homework is due at the beginning of class.
 3. Late Assignments will be assessed a 5-point-per-day late penalty. Days include weekends, holidays, and all non-class days. A maximum of 50 points will be taken off for lateness.
 4. In the event of cancelled class meetings, any scheduled homework will be due the following class period, and any scheduled test will be taken the following class period.
 5. If you have an emergency and must miss an exam, you must call my office number (936) 294-4879 **BEFORE** the exam. Leave a voice mail message if I am not there. This will document that you tried to reach me. Make-up arrangements and format is at the instructor's convenience and discretion.
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Guidelines for Success

1. Attend class. Tests and homework are based on material covered in class. You will understand the material and get better grades if you attend class.
2. Do the homework, in order. Tests are based on the homework, and the material is cumulative.
3. Do any suggested problems.
4. Schedule time for class work. Decide that you will work on this class every day between 10 am and noon (or whatever fits into your schedule.) Keep to the schedule you set. This is a labor-intensive class, with assignments due nearly every week.
5. Get started immediately! You must use the computer to develop your skills. You must read the material and think about it to understand and use it.

Policies

SAP Certificate Program: This course meets part of the requirements for the SHSU/SAP Certificate of Completion awarded to students who complete, with a grade of C or better, certain courses that contain SAP content. Full information on this program and the courses that meet the criteria can be found at <http://www.shsu.edu/~coba/sap/>.

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.