University of North Carolina at Greensboro
Bryan School of Business and Economics
Department of Information Systems and Supply Chain Management

ISM635 Fall 2021

PRINCIPLES OF ERP USING SAP
Syllabus

Created By	Date	
Doug Parkes	August 5, 2021	Version 03
Net Change: Added Updated Covid-19 Statement / Guidelines		

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1.0 General Information

START Date:
August 16, 2021

PLACE AND TIME:
This is an on-line "blended learning" course. There are no regularly scheduled "face-to-face" class sessions. However, if agreed, some face-to-face optional sessions may be offered for special purposes.

The blended learning approach incorporates standard e-learning with added Zoom sessions on a regular weekly schedule. Zoom sessions will be held in the evening of one day per week (See Course Schedule below). Zoom Sessions will be recorded to allow access by students unable to participate in "live" sessions.

Zoom sessions will be used to present / clarify course concepts and allow opportunity for sharing and dialogue between the Professor and Participants.

Students will read the reference texts to develop an understanding of core concepts. Discussion Forums and an SAP Business Application will enable students to share ideas with other class members in order to enhance the learning experience of all. Several optional activities will be provided to students to enhance engagement and learning. These activities will be posted ahead of time on the Calendar / Schedule on Canvas and will be communicated ahead of time in Announcements and weekly Zoom meetings.

FACULTY MEMBER:
Doug Parkes E-Mail: dgparkes@uncg.edu
Department of Information Systems and Supply Chain Management
Virtual Office hours by appointment

BRIEF DESCRIPTION OF THE COURSE:
This course provides a comprehensive understanding of enterprise resource planning (ERP) systems and their role in organizations. Given this foundation, students build an integrative and process-oriented understanding of ERP systems within distributed and global organizations. Students will be provided with an introduction to general concepts of ERP systems and specific in-depth exercises using SAP S4 Hana (ERP). In addition, this course provides an overview of ERP projects and enterprise risk management using ERP.

CREDITS:
3.0 credit hours

FOR WHO PLANNED:
This is an elective course for the undergraduate Supply Chain Management Concentration, which is part of the Bryan School's Online Degree Completion (ODC) Program. The material should also be valuable for anyone who is interested in basic ERP concepts and functionality.

PRE-REQUISITE COURSES AND REQUIREMENTS
No specific pre-requisites beyond enrollment required.

Self-motivation and commitment to learning represent key requirements for success.

Students can expect the faculty member to be equally motivated and supportive in this learning

environment.

Students should possess excellent written communication skills. Grammar and spelling should be thoroughly proofed prior to sending all written communications & assignments.

STUDENT LEARNING OUTCOMES:

On completion of this course, students will be able to:

- Describe key processes in organizations in terms of steps, data, documents, information, and outcomes
- Understand the cross-functional nature of business processes and their relationship to organizational areas
- Effectively use an SAP ERP module on SAP S4/HANA to execute the key steps in various business processes
- Effectively use an SAP ERP module on SAP S4/HANA to extract meaningful information about various business processes
- Describe key issues at each stage of the ERP projects
- Describe how to use ERP for enterprise risk management

- Utilize an Enterprise Resource Planning System in simulation mode to enter master data, complete transactions, and collect and analyze data in support of end-to-end business processes related to Material Management, Warehouse Management and Customer Order Fulfillment (Order-to-Cash).

REQUIRED TEXTS, READINGS, & REFERENCES:

Magal/ Word "Business Process Integration with SAP S/4HANA" Epistemy Press.

The previous version of this book has been updated into video lectures for SAP S/4HANA. These video lectures cover the key concepts of ERP and business process.

Purchasing Process

To access the updated version consisting of 82 video lectures and associated reading, you must purchase access through the following link: https://lms.epistemypress.com . There is a special ebook discount code for purchase - 20% discount. ALONETOGETHER.

You must register (create account) on https://lms.epistemypress.com to be able to purchase and access the Learning Management System. Instructions for purchasing access to these resources is included on the Start Here Module on Canvas. Note, you specify University of North Carolina in the registration process. If you do not see the school in the drop down then select "Other" and enter University of North Carolina Greensboro

In addition to the text, students will require access to an Enterprise Resource Planning System configured specifically to support course outcomes. The University is a Member of the SAP University Alliance. This gives access to the Global Bikes SAP Simulation which will be the basis for team activities. Details related to set-up and use of the system will be provided by the

Professor on Canvas and in Zoom Sessions. There is no cost to students for use of the system. All costs are covered by the University.

PERFORMANCE EVALUATION AND GRADING:

The following criteria will apply to the grading of assignments.

Grading Scale

Grading Scale (%)

93.00+ = A	90.00-92.99 = A-
87.00-89.99 = B+	83.00-86.99 = B 80.00-82.99 = B-
77.00-79.99 = C+	73.00-76.99 = C <73 = F

Grading Percentages:

The course grade will be calculated using the following weights:

Module Quizzes...…………….….…….20%
Comprehensive Tests.............…………30%
SAP Global Bikes.......................................50%

Total.......................................…......100%

COURSE ASSIGNMENTS:

Text Chapter Quiz: After watching video lectures assigned for chapter 1,2,4,5, and 6, you have to complete a quiz on Canvas. You will have at least a week to take a chapter quiz. Late submission of any quiz is not accepted by the Canvas system.

Comprehensive Tests: there will be two tests during the semester, a mid-term and final. The tests will include all materials covered in class. The format of the test is multiple-choice, multiple answer, true/false questions, and short essays. All the tests will be administered online via Canvas.

Tests must be taken on the days scheduled. All tests are open notes, open book, but are strictly time- limited and need to be taken in a single attempt. A window of 48 hours will be allocated in which you can take the tests. However, once begun, you will only have 70 minutes to complete and submit the test. Other than the class materials and your own personal notes, you are not permitted to consult any other materials, including any material on the Internet.

SAP Global Bikes: Students will be required to participate in this simulation, in a "Virtual Team environment.   The simulation will be used to demonstrate the importance of supply chain integration and the practical application of an integrated Enterprise Resource Planning System for data collection, analysis, and reporting. Each student will be expected to enter master data, complete transactions and analyze results during the simulation exercises.

The majority of activities in Global Bikes SAP are individual and each assignment is individually graded.   There is a Team Activity at the End "User Acceptance Testing" where students will complete different steps in a business process Scenario together. Each student will provide a Report regarding Lessons Learned from this activity A specific Word Template will be included in the Assignments Section of Canvas for students to provide their input. In addition, Teams are intended to provide support systems to help with completion of other activities in the Global Bikes SAP System even though other activities and grading is individual.

Continuous Improvement of Course: Students are given the opportunity to provide feedback on the course content and instruction. This is a critical element and 100% participation is expected.

ACADEMIC HONOR CODE:
Each student is required to sign the Academic Integrity Policy on all work submitted for the course. Refer to UNCG Undergraduate Bulletin.

STUDENT RESPONSIBILITIES:
The student is expected to actively participate in all electronic discussions and complete all assignments on schedule. Failure to participate will result in a lowering of a student's average.

2.0 Bryan School of Business Mission & Links to Course Objectives

The Bryan School of Business and Economics' Mission Statement

In the Bryan School of Business and Economics, we create and disseminate knowledge about the theory and practice of business. In addition to our courses and research, we accomplish this through hands-on projects, global experiences, and outreach to the community. Our work produces principled leaders and exceptional problem solvers who have a global perspective, an innovative mindset, a broad understanding of sustainability, and a commitment to improve the organizations in which they work and the communities in which they live.

Student Learning Goals

Each program within the Bryan school has separate learning goals as listed with the degree program. The essential components of a professional education in business (excluding the B.S. and B.A. in Economics, the B.S. in Consumer, Apparel, and Retail Studies and the B.A. in Sustainable Tourism and Hospitality) include common courses for breadth and opportunities for advanced work for depth in the various business disciplines. These core business programs share the following common learning goals:

1. Students will implement the various steps of the critical thinking process, supported by the appropriate use of analytical and quantitative techniques, to formulate recommendations for subsequent decision-making.
2. Students will apply appropriate ethical standards when making recommendations for business decision-making.
3. Students will evaluate business decisions in the context of sustainability goals, balancing environmental, social, and economic needs, conditions, and potential decision impacts.
4. Students will formulate appropriate strategies, in the context of global issues and forces, to improve business performance in the world economy.
5. Students will explain the roles of innovation and innovation management in achieving successful business strategies, decisions, and performance.
6. Students will be able to plan, schedule, contribute to, and lead projects.

Impact of this Course on the Program Student Learning Goals

Upon successful completion of Supply Chain Management Systems and Concepts (SCM650), students will have met the Student Learning Goals on various components of the Critical Decision-Making (#1), Ethical Management (#2), Global and Multicultural (#4), Innovation Management (#5) and Collaboration, Communication, and Knowledge-Integration (#6) Goals.

3.0 Course Schedule (Adjustments may be made during Semester)

Module 01 - Week of August 16:
Getting Started - Course Design and Objectives
The Global Bikes Story
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 02 - Week of August 23:
Introduction to Business Processes
On-Line Text Chapter 1
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 03 - Week of August 30:
Introduction to ERP
On-Line Text Chapter 2
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 04 - Week of September 6:
Introduction to Accounting
On-Line Text Chapter 3

Module 05 - Week of September 13:
SAP Set-Up and Navigation at Global Bikes
Zoom Sessions: Monday 7:30 - 8:30 pm
Test 1 (Chapters 1-3)

Module 06 - Week of September 20:
The Procurement Process
On-Line Text Chapter 4
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 07 - Week of September 27:
Materials Management at Global Bikes
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 08 - Week of October 4:
SAP Fiori GO Explore Sales Simulation Individual Rounds
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 08 Continued - Week of October 11:
SAP Fiori GO Explore Sales Simulation Team Rounds
Zoom Sessions: Monday 7:30 - 8:30 pm

Note: Fall Break - October 8 - 12:

Module 09 - Week of October 18:
The Fulfillment Process
on-Line Text Chapter 5
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 10 - Week of October 25:
Sales and Distribution at Global Bikes
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 11 - Week of November 1:
The Production Process
On-Line Text Chapter 6
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 12 - Week of November 8:
Production Planning at Global Bikes
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 13 - Week of November 15:
Business Process Integration
On-Line Text Chapter 9
Zoom Sessions: Monday 7:30 - 8:30 pm

Module 14: Week of November 22:
SAP Fiori GO Explore Production Simulation
Zoom Sessions: Monday 7:30 - 8:30 pm

Week of November 29:
Global Bikes User Acceptance Testing - Team Activity using SD Case Scenario
Summary of Key Learning
Final Report Due: SAP at Global Bikes - Lessons Learned
Zoom Sessions: Monday 7:30 - 8:30 pm
Test 2 (Chapters 4-6, 9)

4.0 Learning Approach

BLENDED (INTERACTIVE) LEARNING APPROACH

The Professor will utilize a blended learning approach even though this is primarily an e-learning experience. This combines: self-learning (reading text / articles); business analysis (Discussion Board); presentations (Zoom Sessions); and opportunities for group interaction (Discussion Board and Zoom Sessions).

The professor will facilitate learning through the venues mentioned above and is also available for individual or group consultation as required.

The textbook and published articles will be used as primary reference materials.

A list of pertinent topics is included in the Schedule in Section 3.0 above.

Note: the syllabus provides a general plan for the course; deviations / alterations may be necessary as the course progresses. However, the Professor will maintain a 2-week "frozen period" (no critical changes in assignments 2 weeks prior to due) to ensue stability in the program.

5.0 Course Governance and Expectations

PREAMBLE – OUR COMMITMENT
The administration, faculty, staff, and students of the Bryan School of Business and Economics at UNCG are committed to professional and ethical behavior in all areas of their academic and professional lives. The principles and expectations established in this document and the addendums encompass many aspects of professional behavior and integrity. It is not an exhaustive list, since change is part of life both inside and outside the university.

This set of Guidelines constitutes a statement of values and expectations; concerns and issues are still best addressed by conversations between the individual faculty member and student. If further discussions are necessary, please contact the faculty member's Department Head.

EXPECTATION OF ALL LEARNING COMMUNITY MEMBERS
The first sentence of the UNCG Student Code of Conduct is: "Members of the UNCG community respect fundamental principles for ensuring a campus environment conducive to peaceful and productive living and study. These principles include five values: honesty, trust, fairness, respect, and responsibility." All university members (students, faculty, and staff) have a responsibility to uphold these five values, and this is true in the Bryan classroom environment and related academic activities.

EXPECTATIONS OF STUDENTS
Students in the Bryan School must conform to all existing principles found in UNCG's Academic Integrity Policy and the Student Code of Conduct. Further details may be found at the following sites: "http://academicintegrity.uncg.edu/complete/" and "http://studentconduct.uncg.edu/policy/code/" The attached addendum lists specific expectations of students regarding the learning process and environment at the Bryan School.

EXPECTATIONS OF FACULTY
Faculty in the Bryan School must conform to all existing UNCG codes and policies, and their teaching roles are of particular relevance to these Guidelines (see "http://provost.uncg.edu/faculty/h_section4.asp" for further details). The attached addendum lists specific expectations of faculty regarding the learning process and environment at the Bryan School.

FACULTY / STUDENT GUIDELINES:
The Bryan School has develop a set of guidelines on student behavior and expectations in and out of the classroom as well as what you should expect of me as faculty member. I will encourage you to read through those guidelines by the end of the first week of class. Here is a link to the .pdf file for those guidelines. See:

https://bryan.uncg.edu/wp-content/uploads/2017/08/faculty_student_guidelines.pdf

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Footnote 1: This document does not constitute a binding contract between students and the University.

Footnote 2: Portions of these Guidelines were modeled after the Professional Standards developed by the College of Business at Illinois State University. We thank them for their contributions!

6.0 Covid-19 Implications / Compliance for Fall 2021

Approved by Faculty Senate on July 29, 2021

As we return for fall 2021, the campus community must recognize and address continuing concerns about physical and emotional safety, especially as we will have many more students, faculty, and staff on campus than in the last academic year. As such, all students, faculty, and staff are required to uphold UNCG's culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

● **Following face-covering guidelines**

● **Engaging in proper hand-washing hygiene when possible**

● **Self-monitoring for symptoms of COVID-19**

● **Staying home if you are ill**

● **Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.**

Instructors will have seating charts for their classes. These are important for facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seats at every class meeting and must not move furniture. Students should not eat or drink during class time.

To make it easier for students to hear their instructor and/or read lips and if conditions permit, instructors who are fully vaccinated and who can maintain at least six feet of distance from students may remove their masks while actively teaching if they choose, but will wear a mask at all other times while in the classroom, including during the periods before and after class

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow the basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and other requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or

the student may also contact OARS (336.334.5440) who, in consultation with Student Health. Services, will review requests for accommodations.