INSY 5357-001: Enterprise Resource Planning
Spring 2017 Syllabus

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Office Hours:	Monday 11:00am-12:00pm;
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	Wednesday 4:00pm-5:00pm; or By Appointment.

Course Number:	INSY 5357
Course Title:	Enterprise Resource Planning
Course Section #:	001
Class Meetings:	Monday & Wednesday 5:30pm-6:50pm in COBA 255

Description of Course Content: An introduction to enterprise resource planning (ERP), a business management paradigm that integrates all facets of the business including planning, manufacturing, sales, finance and marketing. Course will cover both the methodology and practice of ERP using commercial software packages.

Student Learning Outcomes: Upon completion of the course, students will have familiarity with the following business processes and the skill to work with these processes using the SAP enterprise resource planning system:
- Accounting processes
- Procurement processes
- Fulfillment processes
- Production processes
- Inventory and warehouse management processes
- Material planning processes
- Process integration

In addition, students will acquire knowledge regarding organizational and managerial issues related to ERP systems such as:
- Business Process Redesign and Business Process Management
- Strategic and organizational issues in ERP Implementation
- Emerging trends and directions in enterprise resource planning systems

Required Textbooks and Other Course Materials:

A. *Business Process Integration with SAP ERP.* Simha Magal and Jeffrey Word, Epistemy Press, ISBN 978-0-9856008-2-2. This book can be purchased directly from the Publisher at www.epistemypress.com. The e-book version of the text includes live links to online process execution demonstrations.

B. Students may also be required to purchase case studies, user licenses for in-class simulations, or other supplemental materials. Additional suggested readings will be posted in Blackboard and/or made available from the UTA Library.

What's new / What you should know about this course:

1. This course uses SAP University Alliances curriculum materials, and provides students with hands-on user experience in the SAP enterprise resource planning system. Successful completion of this course can be counted toward the SAP Student Recognition Award. Information on that Award program is posted in the Blackboard course portal.

2. Practice questions and assignments will be available to students in the Blackboard course portal. The Blackboard exercises are not graded, but students are *strongly encouraged* to use these materials to prepare for the graded exams.

3. This course includes a team research project that will involve an original team research paper and a team presentation to the class. The team project assignment will include elements that have not previously been used in this course. Details will be provided in a Team Project Assignment Document that will be posted in the Blackboard course portal.

Course Objectives: The major goal of this course is to introduce students to Enterprise Resource Planning (ERP). ERP systems form the information systems backbone of most business organizations, and ERP management practices are intertwined with business process design and management. The course covers ERP use, management, and configuration with SAP R/3, a leading commercial ERP software package.

Hands-on assignments require students to work through real-life business situations in the SAP system, and to explore the interaction among different business processes. These exercises, along with assigned readings and in-class discussions, provide students with knowledge and skills sought by a growing number of businesses that use enterprise systems to maintain and extend their competitive edge.

Descriptions of Major Assignments and Examinations: The full course grade will be determined as follows.

Component	Points Possible
Exam 1 (Mid-term)	100
Exam 2 (Comprehensive final)	100
ERP Configuration Cases	100
Online ERP Training	50
Class Discussion & Participation	50
Team Research Paper & Presentation	100
Total Possible	500

Detailed specifications regarding requirements and grading standards will be posted in the Blackboard course portal and discussed in class.

Grading: Points earned and accumulated will be used in the following grade calculation:

Points Earned	Letter Grade
450-500	A
400-449	B
350-499	C
300-349	D
299 and Below	F

Grades are earned on the basis of performance, not given on the basis of effort or need. Your grade represents your performance in this course, not your potential as a student or as a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

A grade of "B" is an acceptable result in a graduate course in the college of business at UTA. If you are on probation, or if your academic survival otherwise requires you to earn a grade of "A" this semester, you should take a different course.

Blackboard Course Portal: Blackboard is the online content management utility for courses at UTA. Course announcements, assignment instructions, and assessments will be available on the Blackboard portal for this class. Each student is responsible for establishing access to the Blackboard portal, for activating utilities such as the Respondus Lockdown Browser, and for contacting the UTA Help Desk as needed to resolve any technical problems with Blackboard.

Detailed instructions for individual and team assignments will be posted in the Blackboard course portal. Homework/quiz assignments, and possibly some exams, may also be completed in Blackboard. Students should use Mozilla Firefox or Microsoft Internet Explorer as the browser for any Blackboard work; the Google Chrome browser is not supported. Students should use the Blackboard portal to initiate any e-mail communication with the Instructor, as this will cause your course number and section number to be displayed in the subject line of the e-mail message.

Course Schedule and Due Dates: Examinations, assignments, and due dates are presented in the Course Schedule below. The instructor reserves the right to modify the Course Schedule, course content, and point values associated with graded components as needed in response to events that occur during the semester. Any such changes will be discussed during class meetings. It is the student's responsibility to be aware of these changes.

Meeting #	Day	Date	Topic	Readings	Assignments Due
1	Wed	1/18	Course Intro and Rules of Engagement Overview: ERP Systems	Course Syllabus	
2	Mon	1/23	Introduction to Business Processes Installing and accesing the SAP GUI SAP Navigation Case Assign Online ERP Training	Chapter 1	
3	Wed	1/25	Assign Team Project Introduction to Enterprise Systems Article 1: ERP Definitions & Solutions	Chapter 2 Article 1	Personal Profile Assignment
4	Mon	1/30	Form Project Teams Introduction to Enterprise Systems Article 2: Top Ten ERP Failures of 2011	Chapter 2 Article 2	
5	Wed	2/1	Accounting Processes Specal Topic: The Roots of BPR	Chapter 3	

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Meeting #	Day	Date	Topic	Readings	Assignments Due
6	Mon	2/6	Accounting Processes Article 3: Recovery of BPR with ERP	Chapter 3 Article 3	
7	Wed	2/8	Procurement Processes Article 4: How Process Enterprises Work	Chapter 4 Article 4	
8	Mon	2/13	Procurement Processes Article 5: The Process Audit	Chapter 4 Article 5	
9	Wed	2/15	Fulfillment Processes Article 6: Cloud & Saas Computing	Chapter 5 Article 6	
10	Mon	2/20	Fulfillment Processes Special Topic: Change Management & ERP	Chapter 5	
11	Wed	2/22	Fulfillment Processes Midterm Exam Review	Chapter 5	
12	Mon	2/27	Midterm Exam: Chapters 1-5 plus Articles & Special Topics to Date	Chapter 5 Article 8	
13	Wed	3/1	Midterm Exam Results & Recap Production Processes	Chapter 6	
14	Mon	3/6	Intro SAP Config Case I: Financial Acctg Production Processes	Chapter 6	
15	Wed	3/8	Article 7: Commoditization of Processes SAP ERP Workshop	Article 7	
N/A	Mon-Wed	3/14-3/16	*** Spring Break--No Class Meetings ***		
16	Mon	3/20	Intro SAP Config Case II: Procurement Article 8: The Next Productivity Revolution	Article 8	SAP Case 1: Financial Acctg
17	Wed	3/22	Inventory & Warehouse Mgmt Processes Article 9: ERP and Internet of Things SAP ERP Workshop	Chapter 7 Article 9	
18	Mon	3/27	Intro SAP Config Case III: Fulfillment Inventory & Warehouse Mgmt Processes	Chapter 7	SAP Config Case II: Procurement
19	Wed	3/29	Article 10: BPM Definition & Solutions SAP ERP Workshop ** Last Day to Drop Classes: March 31 **	Article 10	
20	Mon	4/3	Intro SAP Config Case IV: Production Material Planning Processes Special Topic: Change Management and ERP	Chapter 8	SAP Config Case III: Fulfillment
21	Wed	4/5	Material Planning Processes Special Topic: ERP Implementation Flaws SAP ERP Workshop	Chapter 8	
22	Mon	4/10	Intro SAP Config Case V: Material Planning Special Topic: Post-Implementation ERP		SAP Config Case IV: Production
23	Wed	4/12	Process Integration Special Topic: SAP Fiori User Interface SAP ERP Workshop	Chapter 9	Team Project Papers Due
24	Mon	4/17	Process Integration Special Topic: S/4HANA Next Gen ERP	Chapter 9	SAP Config Case V: Mtrl Planning
25	Wed	4/19	Team Project Presentations--Teams 1-3		
26	Mon	4/24	Team Project Presentations--Teams 4-6		
27	Wed	4/26	Team Project Presentations--Teams 7-9		Online ERP Training Due
28	Mon	5/1	Team Project Presentations--Teams 10-12		
29	Wed	5/3	Review Session / Special Topics		
30	Mon	5/8	Final Exam-Comprehensive	5:30pm-8:00pm	

Assignment Deadlines and Late Submissions: Homework assignments and team project deliverables are due to be submitted in Blackboard by 11:59pm Central time on the due date specified in this Syllabus, in the Blackboard course portal, or announced in class. Some assignments may be designated by the instructor for delivery in hard-copy form during specified class meetings.

Late submission of homework quiz assignments and other graded individual assignments will not be accepted for grade credit. Late submission of group project deliverables will result in a penalty of 10% of the total available points for each day after the specified due date.

Make-Up Exams: Make-up exams are generally not available in this course. Exceptions will be applied to special circumstances such as (a) conflicts with participation in University-sponsored events, or (b) military service obligations.

In those rare cases, the conflict must be communicated to the Instructor via UTA e-mail in advance of the time slot scheduled for the exam. At the Instructor's discretion, the make-up mechanism may be (a) double-counting the number of points earned on the next scheduled exam, (b) a different exam from the one administered on the scheduled date, or (c) an individual case study or research paper assignment.

Documentation of circumstances requiring a make-up exam will be required, and misrepresenting such circumstances is a violation of the University's Academic Integrity policy.

Expectations for Out-of-Class Study: A general rule of thumb at UTA is that for every credit hour earned, a student should spend 3 hours per week working outside of class in a 16-week Fall or Spring semester course. Hence, a 3-credit course would have a minimum expectation of 9 hours of reading, study, etc. Accordingly, in addition to the time required to attend each class meeting, students enrolled in this 3-credit course should expect to spend an average of at least 9 hours per week of their own time in course-related activities. This would include reading the required materials, completing assignments, preparing for exams, working on team projects, etc.

Attendance Policy: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the policies set out here for attendance policy and class participation credit.

Regular class attendance is an absolute necessity for success in this course. If you must miss class for any reason, you are responsible for the material you missed and will need to work with your classmates (not the instructor) to obtain class notes and otherwise determine what you missed. Any class attendance and lateness policies introduced in this class include by reference all provisions for grade adjustment or drop policies included in the applicable Graduate or Undergraduate Catalog in effect at the start of the semester. No student will be dropped from the class rolls for never attending class or for accumulating excess absences. Your attendance in this course will affect your class participation credit, as explained below.

Class Participation Credit: As noted in the Grading Policy section of this Syllabus, your class participation grade is a significant element of your overall grade for this course.

You are presumed to be participating at a satisfactory level if you are able to (a) contribute in a positive way to class discussion voluntarily or when called upon by the instructor, (b) contribute to in-class team exercises dealing with textbook discussion questions, case studies, enterprise resource planning application exercises, or other assigned readings, and (c) contribute effectively to team research assignments and presentations.

When you or your team is called on to participate in any in-class exercise, you will lose class participation points if you are absent, ineffective, or unprepared.
Work outside of class: Exams and homework/quiz assignments are to be completed by each student individually. You are not to collaborate with (or receive assistance from) anyone else on these assignments.

Laptops and other electronic devices: There are instances in which learning is enhanced by the use of laptops or tablet computers during class. Use of these devices in the classroom is acceptable as long as the use of these devices does not distract students or the instructor in any way. The instructor reserves the right to designate the classroom as an electronic device-free zone at any time.

Classroom behavior: Students in this class will likely come from a variety of cultures and educational backgrounds. Although standards for classroom conduct vary across cultures, we will conform to expectations that are common in higher education in the U.S. Unless the instructor *specifically* says otherwise, during classroom sessions students should abide by the following policy: If you're not talking with the instructor, you should not be talking at all. Your participation in classroom discussion is required and assumed. Negative grade adjustments may be applied if you fail or refuse to participate in classroom discussions, behave in a way that disrupts the class, or leave the classroom early without consulting the instructor.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the

form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.
I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is at a location to be discussed in our first class meeting. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

The English Writing Center in the UTA Central Library (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In Quick Hits sessions are available during all open hours Mon-Thurs. You can register and make appointments online at http://uta.mywconline.com. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Other Library Resource Information:

Library Home Page	http://www.uta.edu/library
Subject Guides	http://libguides.uta.edu
Subject Librarians	http://www.uta.edu/library/help/subject-librarians.php
Database List	http://www.uta.edu/library/databases/index.php
Course Reserves	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus
Ask A Librarian	http://ask.uta.edu

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: http://www.uta.edu/library/services/distance.php.

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit http://libguides.uta.edu/os and http://libguides.uta.edu/pols2311fm .

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), or 2-3003 (campus phone). You may also dial 911.   For non-emergencies, contact the UTA Police Department at 817-272-3381.

The UT Arlington Police Department is available to escort students and faculty members from buildings on the campus to designated parking areas on request.