

ERP2110 Introduction to Enterprise Resource Planning (ERP) Fall 2024

TEXTBOOK(S) AND MATERIALS FOR THE COURSE

Students **MUST** bring the required textbook and Course Notes to each class.

1. Textbook: *ERP 2110 Introduction to Enterprise Resource Planning (ERP)* (digital collection ISBN: 9781323923481), Custom Textbook Pearson Publishing.
 - Option 1 (\$39.92): direct purchase from Pearson Publishing at <https://console.pearsoned.com/enrollment/lnyong>
 - Option 2 (\$52.70): purchase an access code from the Missouri S&T Bookstore at <https://www.thesandtstore.com> and redeem it at <https://console.pearsoned.com/enrollment/lnyong>
2. Course pack: *ERP2110 Course Notes and Assignments* (ISBN:), can only be purchased from the Missouri S&T Bookstore (<http://www.thesandtstore.com> or 573-341-7901)
 - This book has been approved to be a part of the S&T AutoAccess program designed to reduce the cost of the course materials for students. Therefore, you are paying **\$10** through the AutoAccess program instead of \$70-\$110 for this course pack.
 - The course pack will be automatically added to the “**VS Materials**” in your Canvas course site.
 - Additional AutoAccess program information, opt-out period, printed version availability, and FAQ can be viewed at https://www.thesandtstore.com/t-autoaccess_student.aspx. A printed copy is provided at the end of this syllabus.

GRADING POLICIES AND PROCEDURES:

Test 1	100 pts	Class Project	170 pts
Test 2	100 pts	Assignments, quizzes, and Labs	530 pts
Test 3	100 pts	Discussion board participation	Extra credit: up to 30 points (or 3% of course grade)

Grading Scale:

A: ≥ 895 B: 795 – 894 C: 695 - 794 D: 595 – 694 F: < 595

General Grading Policies:

- **ALL ASSIGNMENTS AND TESTS ARE INDIVIDUAL WORKS UNLESS OTHERWISE SPECIFIED.**
- The assignment must be submitted at the beginning of the class period on the assigned date due. All homework assignments are due at the beginning of the class on their due date. The grade will be reduced by 15% if the assignment is turned in within 24 hours later than its due time/date. The late penalty is incremented by 15% for every 24 hours late. No work will be accepted if submitted five days after the due date, including weekends. The exception will only be given to a student with a legitimate reason and he/she notifies the instructor **five days before the due date**.
- Please make every effort to make it to class on time. It is disruptive to the class to have members arrive late.
- Attendance is encouraged. If you are unable to attend a class, you need to **turn in assignments in advance** (use the digital submission link provided in Canvas, ask a friend to turn it in for you if a hard copy is required, etc.). You are also responsible for finding out what was covered in class and what announcements were made as well as obtaining handouts.
- The instructor will assign NO incompletes in lieu of a regular grade.

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Tests and Quizzes

- There are three tests and each test will consist of a written test and a computer operation test. **All exam materials may become the property of the instructor after completion.**
- It is possible to have announced and pop quizzes throughout the semester. The student will be given the date of the announced quizzes one week in advance.
- Exam and quiz dates are a part of the class schedule. Failure to appear for a test/quiz will result in the assignment of a zero for that test/quiz. If you are going to miss a test/scheduled quiz for a legitimate reason (e.g., scheduled surgery, official University business, job interview), contact the instructor **PRIOR** to the administration of that test/quiz. A make-up test may be allowed only if convincing reasons and proper documentation (such as a doctor's note in case of surgery/illness) are given for the absence. The make-up test will be a comprehensive exam covering the material throughout the course.
- All in-class quizzes and exams are closed books and closed notes unless otherwise specified.

Project

- A business simulation team project will be assigned during the semester and account for 170 points of the final grade.
- Your team will form a company and operate your business using an SAP S/4HANA system, a commercial ERP system. ERP system will be used to record operating results and to make business decisions.
- A team member who is not contributing to the game may be dropped by the team. Every team member's effort in the project will be evaluated by both the instructor and his/her team members.
- The project grade distribution is shown below:

Project assignments	Points	Extra Credit
Team business strategy report	30 points	Up to 50% (or 15 points)
Team company setup report	30 points	
Round 1 Competition	15 points	Teams with net income: +4 points Team competition ranking <ul style="list-style-type: none"> • 1st: 6 points • 2nd: 4 points • 3rd: 2 points
Round 2 Competition	15 points	Teams with net income: +5 points Team competition ranking: <ul style="list-style-type: none"> • 1st: 7 points • 2nd: 5 points • 3rd: 3 points • 4th-6th: 1 point
Round 3 Competition	20 points	Teams with net income: +5 points Team competition ranking: <ul style="list-style-type: none"> • 1st: 8 points • 2nd: 6 points • 3rd: 4 points • 4th-6th: 2 point
Team Presentation Competition	60 points	Team presentation ranking: <ul style="list-style-type: none"> • 1st: 8 points • 2nd: 6 points • 3rd: 4 points • 4th-6th: 2 point
Total 170 points plus extra credit earned		

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Discussion Board Participation

The sheer size of the concepts and complexity of ERP software limit the instructor from covering every aspect and screen that we will be using this semester. To help students better understand course materials, develop debugging skills, and learn from each other, the instructor has enabled a discussion board in the *Canvas Learning Management System*. **All technical support for assignments, exams, and projects are provided through the Discussion Board** and will NOT be answered through e-mail by the instructor.

- If you do not understand a concept or encounter a problem/error that you do not know how to resolve yourself, you will need to post your questions on the discussion board. You are also expected to answer questions asked by your peers. Occasionally, the instructor will also post questions and answers.
- Before posting a question on the Discussion Board, it is the student's responsibility to check and ensure no same question has been posted previously.
- By the end of the semester, every student is expected to have asked and answered 10-15 questions. These discussions will **earn you up to 30 extra credit points (or 3%) toward the course grade**. Straightforward questions (for example – how do I get to this transaction, where can I find this button, etc.) will not count. Do not post questions just in the case of posting. The discussion board participation extra credits are awarded based on the analysis of the following content categories during the semester:

Categories	Percentage
Original posts, reply posts, and follow-up posts	45%
Endorsement from the instructor and peers	10%
Posts viewed	15%
Instructor posted topics/survey/poll participated/voted	30%
Total	100%

Attendance and Participation

- **Attendance is required.** You are also responsible for finding out what was covered in class and what announcements were made as well as obtaining handouts.
- There are graded participation exercises and pop quizzes only available during class time throughout the semester.
- Each 10% **unexcused absence will result in the loss of a letter grade**. For example, if your grade is a B and you have missed 10% of classes without legitimate excuses, you will end up with a C.
- The instructor reserves the right to drop a student if a student has missed more than 20% of class meeting times.

Student Honor Code and Academic Integrity

- **The instructor does not tolerate academic dishonesty of any type.** You don't get a second chance. You don't get to redo work or be forgiven for academic misconduct. You will be assigned a 0 for any assessment where you perform academic misconduct and the instructor is **required to report the incident to the Department and the University for disciplinary actions** which may include dismissal from the University. You may seek and give assistance on an assignment or project. You may not copy or plagiarize someone else's assignments, including assignments from previous semesters. You may not copy work from anyone else. You may not give someone else your answers. You may not submit someone else's work as your own. This **includes work done by an AI**. You may not do someone else's work for them. If you are caught receiving or giving an answer, this is considered academic dishonesty under university rules. Helping means helping someone figure out the solution themselves. It does not mean giving them the answers. If you don't know or don't want to spend the effort to actually teach someone else how to do something, don't help them. You will get in trouble. **Please note that there are**

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elements designed into this course to cause your cheating to be revealed (adopted from Dr. Cecil Chua's policies).

- **The use of AI to generate the final assignment submission is not permitted.** You may use these tools as a starting point to create outlines, find ideas to build upon, etc. Violations of this policy will be considered as an academic dishonesty and result in a grade of 0% for the assignment.



**No use of GAI is acceptable for use on any graded class activity.
Use of GAI may result in a zero for the assignment.**

- All students are expected to follow the [Honor Code](https://stuco.mst.edu/documents/honor-code/) (<https://stuco.mst.edu/documents/honor-code/>)
- [Student Academic Regulations](https://registrar.mst.edu/academicregs/conductofstudents/) (<https://registrar.mst.edu/academicregs/conductofstudents/>) describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism, sabotage, and unauthorized use of artificially generated content, any of which will be reported to the Dean of Students.
- [Page 30](http://registrar.mst.edu/academicregs/index.html) of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism, and sabotage (<http://registrar.mst.edu/academicregs/index.html>), **all of which will be reported to the Vice Provost for Academic Support.**
- Additional guidance including the University's Academic Dishonesty Procedures is available at <http://academicsupport.mst.edu>.
- Other resources for students regarding academic integrity can be found [online](https://undergrad.mst.edu/academicintegrity/studentresources-ai/) (<https://undergrad.mst.edu/academicintegrity/studentresources-ai/>)

Lateness

Normally, the instructor will be in class on time. However, if the instructor is late by more than fifteen minutes, students should check with the Department of Business & Information Technology located in Fulton 101 whether the class will be canceled. Students are expected to be in class on time.

KEY DATES:

- The last day to add this course is Sunday, September 1.
- The last day to withdraw from this course without a "WD" showing on the transcript is Monday, September 30.
- The last day for dropping this course is Friday, November 8.

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ERP 2110 Course Schedule

Ch: Textbook chapter CP: Course Pack

Week	Topic	Readings & Notes	
		Textbook	Coursepack
0 Before 8/19	Course Preparation & Setup Assignment		222-230
1 8/20, 8//22	Introduction to ERP 2110		16-32
	SAP System Access & Display Settings		254 - 264
	SAP Navigation Review and Exercises		136-150
	ERP Concepts and SAP ERP Overview		33 - 54
	Understand the Company's Supply Chain (SAP Navigation)		266 - 317
	Assignment: Ch. 3 Review Question Sets Lab 1: SAP Navigation and Supply Chain	Canvas	318 - 323
2 8/27, 8/29	Ch. 3 Business Processes, Information Systems, and Information	119-146	55 - 69
	Ch. 1 Accounting and Business Environment	1-54	70 - 92
	Financial Accounting Information System		324 - 365
	Assignments: <ul style="list-style-type: none"> • Ch. 1 Review Question Sets • Lab 2: Financial Transaction Recording and Financial Statement 	Canvas	381 - 394
3 9/3, 9/5	Financial Accounting Information System- Adjustment Entries		366 - 380
	Ch. 2 Recording Business Transactions	55 – 118	93 - 116
	Assignment <ul style="list-style-type: none"> • Ch. 2 Review Question Set • Lab 3: Financial Transaction Recording: Adjustment Entries 	Canvas	289 – 291
4 9/10, 9/12	Ch. 4 Using IS to Improve Processes	147-176	117 - 127
	Ch. 5 Supporting Processes with ERP Systems	177 – 208	128 - 151
	Ch. 4 & Ch. 5 Review Question Sets	Canvas	
	9/12 Test 1: Concept test & Computer Operation		
5 9/17, 9/19	Procurement Process		404 - 489
	Assignment: Lab 4: Procurement Process		490 – 502
6 9/24, 9/26	Procumbent Planning & Production Planning		503 – 518
	Ch. 6 Supporting the Procurement Process with SAP	209 – 242	152 – 167
	Assignment: <ul style="list-style-type: none"> • Ch. 6 Review Question Set • Assignment: Lab 5 Procurement Process with Forecast 	Canvas	519 – 527
7 10/1, 10/3	Sales and Distribution Process		528 – 548
	Sales and Distribution Process – Transaction		549 – 596
	Assignment: Lab 6 Sales and Distribution Process		597 – 609

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Week	Topic	Readings & Notes	
		Textbook	CP
8 10/8, 10/10	Maple Syrup Distribution Case & Team Project Report 1		722 - 747 748 – 751
	10/10 Fall Break, no class		
9 10/15, 10/17	Sales and Distribution Process – Transaction		549 – 596
	Ch. 7 Supporting the Sales Process with SAP	243- 272	168 - 184
	Assignments: <ul style="list-style-type: none"> • Ch. 7 Review Question Set • (Extra Credit) Lab 7 Procurement Process Transactions -Test Review Exercise 	Canvas	610 - 612
10 10/22, 10/24	10/22: Reference: Company Setup Transactions Team project report 2: Company Setup		752 - 777 778 - 786
	10/24 Test 2 Concept test & Computer Operation		
11 10/29, 10/31	Improve Performance Utilizing Business Intelligence (Real-Time Analytics & Data Visualization)		613 - 642
	Assignments <ul style="list-style-type: none"> • Ch. 8 Review Question Set • Lab 8 Part 1 Real-time business analytics using oData Service 	Canvas	643 - 648
12 11/5, 11/7	Ch. 8 Business Intelligence and IS	273-310	185 - 217
	11/7 Team Project Competition 1		798 - 806
13 11/12, 11/14	Production Processes & Exercises		672 - 715
	11/14: Team Project Competition 2		807 – 811
	Assignment: Lab 8 part 2 Real-time business analytics using oData Service		649 - 650
14 11/19, 11/21	Production Processes & Exercises		672 - 715
	11/21: Team Project Competition 3		812 - 817
	Assignment: <ul style="list-style-type: none"> • Team Project Presentation • Lab 9 Sales Process: Order to Cash Cycle - Test Review 		818 - 819 716 - 719
15 11/26, 11/28	Thanksgiving Break (NO CLASS)		
16 12/3, 12/5	12/3 Course Review		820 - 827
	12/5 Project presentation		818 - 819
17 12/9 – 12/13	Final Exam: <ul style="list-style-type: none"> • Concept test: 10:00 am – 12:00 pm, Tuesday, December 11 • Computer Operations due at 11:59 pm, Thursday, December 13 		

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Missouri S&T Campus and UM System Policies

It is vitally important that our classroom environment promotes the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions, whether in class or online. Please obtain instructor permission before recording any class activity. It is a violation of the University of Missouri policy to distribute such recordings without authorization and the permission of all who are recorded. More information is provided [online](#).

Accessibility and Accommodations

It is the university's goal that learning experiences be as accessible as possible. Student Accessibility and Testing provides services and accommodations that facilitate full participation in Missouri S&T's learning experience for students with disabilities. If you anticipate or experience physical, academic, and/or digital barriers due to a disability, please contact Student Accessibility and Testing at (573) 341-6655, email dss@mst.edu, or visit <https://saat.mst.edu/> for information.

Student Mental Health and Well-Being

Your well-being is important, and it contributes to your success in this course. At S&T, we provide resources to support your mental, physical, and social well-being. Any of us can experience challenges that make learning difficult. If you are struggling, take advantage of the following resources offered by the university:

Student Well-Being (<https://wellbeing.mst.edu/>)

Student Well-Being provides counseling services, health promotion initiatives, and prevention programs to empower the S&T community to thrive and enhance personal, academic, and professional success. Department office hours are Monday-Friday, 8 a.m. – 5:00 p.m. On the website, you can find information related to confidential individual and group counseling, wellness consultations and trainings, case management services, resources for many health and wellness topics, and help for mental health crisis situations. For the 988 Suicide and Crisis Lifeline, call or text 988, or visit missouri988.org For the National Suicide Prevention Lifeline, call or text 988, or visit missouri988.org.

Health and Well-Being Canvas Course (<https://umsystem.instructure.com/enroll/G3LY3G>)

The Health and Well-Being Canvas Course features trainings, presentations, and other health and well-being resources for students. The course is free for all students, is non-credit, and students can enroll at any point in the semester.

Student Emergency Fund (SEF)

The SEF is administered by the Division of Student Success to help ensure Missouri S&T students have access to the support and resources they need to successfully recover from an unforeseeable financial emergency. The goal of this fund is to prevent one small emergency or unexpected expense from derailing a student's progress toward degree completion.

Nondiscrimination, Equity, and Title IX

Missouri S&T is committed to the safety and well-being of our campus community, and to creating an environment free from discrimination and harassment.

The University prohibits discrimination and harassment on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. As used in this policy, the word "sex" is also inclusive of the term "gender."

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Additionally, US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Sexual harassment violations of this law include quid pro quo, hostile environment, sexual assault, dating/domestic violence, and stalking. The U.S. Department of Education has stated the prohibition on discrimination on the basis of sex includes sexual orientation and gender identity.

Students who are experiencing pregnancy or pregnancy-related conditions, including the birthing parent and non-birthing parent, have rights protected under Title IX. Students should contact Student Accessibility and Testing or the Office of Equity and Title IX to learn more about their rights and pregnancy-related assistance/accommodations provided by the University to ensure equitable access to University educational programs and activities.

In accordance with the University of Missouri's Collected Rules and Regulations, all faculty and staff are required to report any information concerning discrimination disclosed through communication including, but not limited to, direct conversation, email, social media, classroom papers and homework exercises to the Equity Officer/Title IX Coordinator.

For more information regarding support for those that have been impacted or to report an incident of discrimination or harassment as defined by [Chapter 600](#) of the University's Collected Rules and Regulations, visit the Office of Equity and Title IX or visit their website at equity.mst.edu.

Office of Equity and Title IX

Equity Officer and Title IX Coordinator: Dr. Paul Hirtz

Phone: (573) 341-7734

Location: 900 Innovation Drive, Suite 500

E-mail: equity@mst.edu

Classroom Egress Maps

For all in-person instruction, faculty should explain where the classroom emergency exits are located. Classroom egress maps are posted at <http://designconstruction.mst.edu/floorplan/>.