

# ERP 4120/ERP 4001 ERP Software Development

## Department of Business & Information Technology Mission

*Capitalizing on the strong technological emphasis of Missouri S&T, the Department of Business and Information Technology prepares individuals for careers in modern business organizations. The Department emphasizes management through technology, with a particular focus on information systems and their application in a fast-changing, global, and competitive environment, to serve the economic interests of industry and the evolving needs of society.*

### INSTRUCTOR AND COURSE INFORMATION

<b>Instructor:</b> Bih-Ru Lea, Ph.D.	<b>Class Web:</b> <a href="http://canvas.mst.edu">http://canvas.mst.edu</a>
<b>Office:</b> Fulton 102A	<b>Class Hours:</b> Online Asynchronous (no live class)
<b>Phone:</b> 573-341-6436	<b>Office Hours:</b> in person or via ZOOM
<b>E-Mail:</b> <a href="mailto:leabi@mst.edu">leabi@mst.edu</a>	<a href="https://umssystem.zoom.us/j/94660888344">https://umssystem.zoom.us/j/94660888344</a>
<b>Course Credit:</b> 3 semester hours of credit	Monday: 11:30 am – 1 pm
<b>Prerequisite:</b> ERP 2110, ERP 5110, ERP 5310, or instructor permission	(ZOOM link provided above and in the course Canvas) or by appointment (suggest a time via email)

### COURSE CATALOG DESCRIPTION:

The course provides knowledge and skills in designing and programming business processes to implement an Enterprise Resource Planning (ERP) software system. The software system will integrate financial accounting, logistics, production, and management accounting information systems with a mobile-enabled user interface. SAP S/4HANA or similar ERP systems are used.

### PLANNED LEARNING OBJECTIVES

Course Objectives	Program Learning Objectives					
	Communication Skills	Critical Thinking	Information Technology	Teamwork & Leadership	Global & Multicultural Issues	Integrate Business Areas
<ul style="list-style-type: none"> <li>Understand and communicate the need and examine the capabilities of an Enterprise Resource Planning (ERP) system</li> </ul>	X	X	X		X	X
<ul style="list-style-type: none"> <li>Understand the importance of an integrated business and identify how the activities of each process contribute value to the organization</li> </ul>		X	X			X
<ul style="list-style-type: none"> <li>Understand and communicate the impact of events, activities, and transactions across the functions of an organization</li> </ul>	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Understand and be able to design and deploy proper user interfaces in ERP System implementation</li> </ul>		X	X			X
<ul style="list-style-type: none"> <li>Demonstrate and communicate the impact of integrated real-time information on the decision-making process across various functional areas of an organization</li> </ul>	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Gain hands-on experience in designing and implementing an ERP system in an organization</li> </ul>			X			X

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## TEXTBOOK(S) AND MATERIALS FOR THE COURSE

Both course materials can only be purchased from the university bookstore, <http://www.thesandtstore.com/> or 573-341-4705

- *ERP 6120/4001/4120 Course Notes and Readings (Course Pack 1 of 2, ISBN: 2810000304910)*
- *ERP 6120/4001/4120 Labs and Assignments (Course Pack 2 of 2, ISBN: 2810000304927)*

Both course packs have been approved to be a part of the S&T AutoAccess program designed to reduce the cost of course materials for students. The lowest cost content has been sourced. If you choose to opt out of the content, please do so by the Bookstore deadline to receive a refund. You will be sent an AutoAccess Welcome Email that will provide charge amounts, the opt-out process and any additional information needed for your AutoAccess course(s) when the semester starts.

Your AutoAccess course may have a Print Upgrade available as an additional purchase. This is a low-cost version of the printed text made available by the publisher at a reduced cost. It is the publisher's requirement that in order to purchase the additional print, you must opt in for the AutoAccess digital required material. If you have questions please contact the university bookstore at call 573-341-4705, email [autoaccess@mst.edu](mailto:autoaccess@mst.edu) or visit <https://www.thesandtstore.com/autoaccess>.

## GRADING POLICIES AND PROCEDURES:

Test 1	100 pts	Labs, quizzes, and class activities	680 pts
Test 2	100 pts	Discussion board participation	Up to 20 pts
Final Exam	120 pts		extra credit

### Grading Scale:

A:  $\geq 895$       B: 795 – 894      C: 694 - 794      D: 595 – 694      F: < 594

### General Grading Policies:

- **ALL ASSIGNMENTS AND TESTS ARE INDIVIDUAL WORKS UNLESS OTHERWISE SPECIFIED.**
- Assignments must be submitted by the specified due date. A late submission will incur a **15% grade penalty** for each **24-hour period** it is overdue, starting immediately after the deadline. Submissions more than five days late (including weekends) will not be accepted. Exceptions may be granted for legitimate reasons if the student notifies the instructor at least **two days prior** to the due date.
- The instructor will assign NO incompletes in lieu of a regular grade.

### Tests and Quizzes

- There are three tests, each consisting of a written test and a computer operation test. **All exam materials may become the property of the instructor after completion.**
- Each test includes a concept test and a computer operation. The concept test is close book and close notes using an **online proctoring system** provided by the Missouri University of Science and Technology. The computer operations test is open book and open notes.

The online proctoring system currently in use is the **Honorlock** available through the Canvas course site. Your computer and test environment must pass the environment check detailed at <https://honorlock.kb.help/how-to-use-honorlock-with-a-universal-exam-test-takers/> before you can take a test. You can access a practice exam by clicking the **Honorlock** on the Canvas menu.

## ERP 4120/ERP 4001 ERP Software Development

- It is possible to have announced quizzes throughout the semester. Students will be given the date of announced quizzes one week in advance.
- Exam and quiz dates are outlined in the class schedule. Failure to complete a test or quiz by the due date will result in a grade of zero. If you anticipate missing a test or scheduled quiz due to a legitimate reason (e.g., scheduled surgery, official university business, or a job interview), you must contact the instructor before the test or quiz. Make-up tests may be granted only with valid justification and proper documentation (e.g., a doctor's note for surgery or illness). The make-up test will be comprehensive, covering material from the entire course.
- All in-class quizzes and exams are closed books and closed notes unless otherwise specified.

### Assignments & Labs

- Throughout the semester, each student will be configuring a fictitious company through a series of lab exercises using an ERP system such as the SAP S/4HANA system.
- Your company's configuration labs will be evaluated at the end of each configuration phase.

### Discussion Board Participation

The sheer size of the ERP concepts and the complexity of commercial software such as SAP ERP software limits the instructor from covering every aspect and screen that we will be using this semester. To help students better understand course materials, to develop debugging skills, and to learn from each other, the instructor has enabled a discussion board in Canvas. **All technical support for Labs and projects will be provided through the class Discussion Board.** Technical ERP software-related questions will **NOT** be answered through e-mail by the instructor or graduate assistant.

- 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 before.
- 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 20 extra credit points (or 2%) 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%
<b>Total</b>	<b>100%</b>

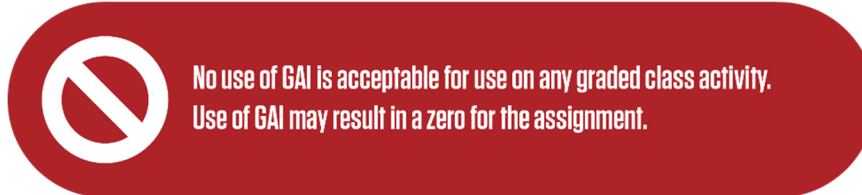
### KEY DATES <https://registrar.mst.edu/calendars>

- The last day to add this course is Monday, February 3
- The last day to withdraw from this course without a "WD" showing on the transcript is Monday, March 3
- The last day for dropping this course is Friday, April 18

# ERP 4120/ERP 4001 ERP Software Development

## **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 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.



- 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](#) 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/>)

# ERP 4120/ERP 4001 ERP Software Development

## Reading list (provided in course pack #1)

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1. **R1:** Chapter 2: Enterprise Systems, by Gelinas, Dull, and Wheeler in Accounting Information Systems, pp. 33 – 61, 11th Ed., Cengage Learning; 2018 (ISBN-10: 9781337552127; ISBN-13: 978-1337552127)
2. **R2:** Chapter 12, The Purchasing Process, by Ulric J. Gelinas, Richard B. Dull, Patrick Wheeler, Mary Callahan Hill in Accounting Information Systems, pp. 453-488, 11th Ed., Cengage Learning; 2018 (ISBN-10: 9781337552127; ISBN-13 978-1-337-55212-7)
3. **R3:** Chapter 10, The Order Entry/Sales (OE/S) Process, by Ulric J. Gelinas, Richard B. Dull, Patrick Wheeler, Mary Callahan Hill in Accounting Information Systems, pp. 356-392, 11th Ed., Cengage Learning; 2018 (ISBN-10: 9781337552127; ISBN-13 978-1-337-55212-7)
4. **R4:** Chapter 12. The Revenue Cycle: Sales to Cash Collections, Accounting Information Systems, Marshall B. Romney, Paul J. Steinbart, Scott Summers, and David Wood, 15th ed., pp. 426-454, 2020, Pearson (ISBN-10: 013670901X • ISBN-13: 978-0136709015)
5. **R5:** Chapter 4, Activity-Based costing, in Managerial Accounting, by Warren, Reeve, and Duchac, 14th Ed., pp. 149 – 172, Cengage Learning, 2018 (ISBN-10: 1337270598; ISBN-13: 978-1-337-27059-5)

# ERP 4120/ERP 4001 ERP Software Development

## Tentative Course Schedule

2

Week / Module	Topics	Readings & Notes
<b>Preparation</b>	Course Preparation & Setup assignment (check your <b>S&amp;T email</b> for <b>userid</b> and <b>password</b> ), submission required.	Instructions provided in Canvas
<b>Module 1</b>  <b>Week 1</b> (1/19 –1/25)	Course Introduction and Overview	CP1: 9-26
	<b>R1:</b> Chapter 2: Enterprise Systems, by Gelinas, Dull, and Wheeler in Accounting Information Systems, pp. 33 – 61, 11th Ed	CP1:79-105 Notes: CP1: 106 - 116
	ERP Concept Review using SAP ERP Systems	CP1: 27 - 49
	<b>Assignments:</b> <ul style="list-style-type: none"> <li>SAP Navigation Review, SAP Trnsaction Execution and Basic Operations (CP2: 23 - 50)</li> <li>Review Question Set in Canvas: <b>R1:</b> Chapter 2: Enterprise Systems</li> </ul>	
<b>Module 2</b>  <b>Week 2</b> (1/26 –2/1)	Integrated ERP Case Overview	CP1:50 - 52
	Business Partners	CP1: 65 - 78
	Demo (Lab 1 Tutorial): Order to Cash Transactions & Transaction Impact Tracking	CP2: 53-64
	<b>Assignments:</b> Lab 1: Order to Cash Cycle Review Exercises (CP2: pp. 51 - 80)	
<b>Module 3</b>  <b>Week 3</b> (2/2 – 2/8)	SAP ERP System Interface	CP1: 117 - 146
	<ul style="list-style-type: none"> <li>Exercises: SAP Fiori Reference Library and Fiori Designer</li> </ul>	
	<b>Assignments:</b> Lab 2 Fiori Designer: Fiori Reference Library, Catalog, Group, and Transaction tiles (CP2: 82 -101)	
<b>Module 4</b>  <b>Week 4</b> (2/9 – 2/15)	Fiori Designer	CP1: 147 - 161
	Demo: Fiori: Create a Transaction Tile as a Static App Tile in Catalog	CP2: 101 - 111
	Fiori: Create an Analytics Tile as a Dynamic App Tile in Catalog	CP2:112 - 129
	<b>Assignments:</b> Lab 3 Create Transactional and Analytics Fiori Apps (CP2: 102 - 129)	
<b>Module 5</b>  <b>Week 5</b> (2/16 –2/22)	ERP Configuration and Integration: Basic Concepts	CP1: 162 - 166
	Financial Accounting: Overview & The Basics (Accounting Equation, Chart of Accounts, General Ledger, Financial Statements)	CP1: 167 - 173
	<ul style="list-style-type: none"> <li>ERP Configuration: Organization/Enterprise Structure</li> </ul>	CP1:185 – 198
	Business Rules & Parameters	CP1: 199 - 222
	<b>Assignments: Lab 4 Part I:</b> Financial Accounting <ul style="list-style-type: none"> <li>Organization/Enterprise Structure (Ex. 21-23, CP2: 130-131)</li> <li>Business Rules &amp; Parameters (Ex. 24-42, CP2: 132-153)</li> </ul>	
<b>Module 6</b>  <b>Week 6</b> (2/23 –3/1)	Managerial/Management Accounting: Overview, Roles, and Process	CP1: 223 – 229
	<ul style="list-style-type: none"> <li>ERP Configuration: Organization/Enterprise Structure</li> </ul>	CP1: 229 – 244
	Managerial/Management Accounting: Cost Elements & Cost Centers	CP1: 245 – 249
	<ul style="list-style-type: none"> <li>ERP Configuration: Controlling Business Rules and Parameter</li> </ul>	
	Financial Accounting: Master Data (Accounts and Financial Statements)	CP1: 255 - 278
	<b>Assignments: Lab 4 Part 2</b> <ul style="list-style-type: none"> <li>Controlling: Organization/Enterprise Structure (Ex. 44-50, CP2: 154-161)</li> <li>Controlling: Rules &amp; Parameters (Ex. 51-53, CP2: 162 - 166)</li> <li>FI Master Data (Ex. 54-75, CP2: 167 - 191)</li> </ul>	

# ERP 4120/ERP 4001 ERP Software Development

**CP1:** Course Pack 1 Reading & Notes

**CP2:** Course Pack 2 Labs & Assignments

**R#:** Reading chapters

Topics		Readings & Notes
<b>Module 7</b>	Managerial/Management Accounting Master Data: Cost Elements & Cost Centers	CP1: 250 – 254, 279 - 294
	Financial Accounting Transactions	CP1: 295 - 308
<b>Week 7</b> (3/2 – 3/8)	<p><b>Test 1 Concept Test and computer operations</b></p> <p>The following exercises are included in the Test 1 computer operation test</p> <ul style="list-style-type: none"> <li>Controlling Master Data (Ex. 76-78, CP2: 192 - 194)</li> <li>FI Configuration Test: Accounting Transactions (Ex. 79-84, CP2: 195 - 209)</li> </ul>	
<b>Module 8</b>	Procurement Process & Material Management (MM)	CP1: 309 - 378
	<ul style="list-style-type: none"> <li>ERP Configuration: MM Organization/Enterprise Structure, Business Rules &amp; Parameters</li> </ul>	
<b>Week 8</b> (3/9 – 3/15)	<p><b>Assignments: Lab 5</b></p> <ul style="list-style-type: none"> <li>MM Organization/Enterprise Structure (Ex. 85-93, CP2: 210 - 215)</li> <li>MM Business Rules &amp; Parameters (Ex. 94-111, CP2: 216 - 236)</li> </ul>	
<b>Module 9</b>	Procurement Process & Material Management: Master Data	CP1: 379-416
	<b>R2:</b> Chapter 12, The Purchasing Process, by Ulric J. Gelinas, Richard B. Dull, Patrick Wheeler, Mary Callahan Hill in Accounting Information Systems, pp. 453-488, 11th Ed., Cengage Learning; 2018	CP1: 459 - 494 Notes: CP1: 495 - 516
	<p><b>Assignments: Lab 6</b></p> <ul style="list-style-type: none"> <li>MM Master Data (Ex. 112-119, CP2: 237 - 247)</li> <li>Review Question Set in Canvas: <b>R2:</b> Chapter 12, The Purchasing Process</li> </ul>	
<b>Week 10</b> (3/23 –3/29)	Spring Break, no class	
<b>Module 10</b>	Procurement Process & Material Management: Transactions	CP1: 417- 458
	<p><b>Assignments: Lab 7: MM Transactions:</b></p> <ul style="list-style-type: none"> <li>Single vendor (Ex. 120-125, CP2: 253 - 258): test procure to pay integration between FI and MM</li> <li>Single vendor (Ex. 126-129, CP2: 259 - 264): test procure to pay process configuration</li> <li>Multiple vendors (Ex. 130-133, CP2: 265 -268): test Accounts Payable-Consolidation configuration</li> <li>Procure to Pay through Outline Agreement (contract) &amp; MRP (Ex. 134 – 140, CP2: 269 - 272)</li> </ul>	
<b>Module 11</b>	Sales and Distribution Process	
	<ul style="list-style-type: none"> <li>Organization/Enterprise Structure</li> </ul>	CP1: 517 - 534
	<ul style="list-style-type: none"> <li>Business Rules &amp; Parameters</li> </ul>	CP1: 535 - 560
<b>Week 12</b> (4/6 – 4/12)	<p><b>R3:</b> Chapter 10, The Order Entry/Sales (OE/S) Process, by Ulric J. Gelinas, Richard B. Dull, Patrick Wheeler, Mary Callahan Hill in Accounting Information Systems, pp. 356-392, 11th Ed</p>	
<p><b>Assignments: Lab 8</b></p> <ul style="list-style-type: none"> <li>Review Question set in Canvas: <b>R3:</b> Chapter 10, The Order Entry/Sales (OE/S) Process</li> <li>Sales &amp; Distribution (SD): <ul style="list-style-type: none"> <li>Organization/Enterprise Structure (Ex. 141 - 152, CP2: 273 -278)</li> <li>Business Rules and Parameters (Ex. 153-159, CP2: 279 - 288)</li> </ul> </li> </ul>		
<b>Module 12</b>	Sales and Distribution Process	CP1: 561-588
	<ul style="list-style-type: none"> <li>Master Data (Materials, Customers, and Material Pricing)</li> </ul>	
<b>Week 13</b> (4/13 - 4/19)	<p><b>Test 2 Concept Test and computer operations</b></p> <p>The following exercises are included in the Test 2 computer operation test</p> <ul style="list-style-type: none"> <li>Master Data – Materials, Customers, and Material Pricings (Ex. 160-165, CP2: 289 - 298)</li> </ul>	

# ERP 4120/ERP 4001 ERP Software Development

CP1: Course Pack 1 Reading & Notes

CP2: Course Pack 2 Labs & Assignments

R#: Reading chapters

Week & Modules	Topics	Readings & Notes
<b>Module 13</b>  <b>Week 14</b> (4/20 – 4/26)	Sales and Distribution Process: Transactions	CP1: 589 - 620
	<b>Assignments:</b> Lab 9 SD: Configuration Test <ul style="list-style-type: none"> <li>• Typical Sales process transactions (Ex. 166-172; CP2: 299 - 310)</li> <li>• Customer Info Records (Ex. 173-179; CP2: 311 - 313)</li> <li>• Scheduling Agreements (contracts) (Ex. 180-183; CP2: 314 - 317)</li> <li>• Item Proposal (Ex. 184-186; CP2: 318 - 321)</li> <li>• Value Discount, MRP, and FI-SD-MM Integration Test (Ex. 187-197; CP2: 322 - 324)</li> <li>• (Extra Credit) Configuration test: Goods Return Process (Ex. 198-209; CP2: 335 - 345)</li> </ul>	
<b>Module 14</b>  <b>Week 15</b> (4/27 – 5/3)	Managerial/Management Accounting: Cost Allocation	CP1: 717 - 738
	<b>R4:</b> Chapter 12. The Revenue Cycle: Sales to Cash Collections, Accounting Information Systems, Marshall B. Romney, Paul J. Steinbart, Scott Summers, and David Wood, 15th ed., pp. 426-454, 2020, Pearson	CP1: 672 - 699 Notes: 700 – 716
	<b>Assignments:</b> <ul style="list-style-type: none"> <li>• Review Question Set in Canvas: R4: Chapter 12. The Revenue Cycle: Sales to Cash Collections</li> <li>• Lab 10                             <ul style="list-style-type: none"> <li>○ Preparation for Controlling (CO) and Production Planning (PP)                                     <ul style="list-style-type: none"> <li>▪ Assets &amp; Primary Cost Accounts (Ex. 210-218; CP2: 347 - 352)</li> <li>▪ Secondary Cost Accounts (Ex. 219-223; CP2: 353 - 356)</li> </ul> </li> <li>○ CO Configuration Test: Reposting between Cost Centers (Ex. 224-229, CP2: 357 - 361)</li> </ul> </li> </ul>	
<b>Module 15</b>  <b>Week 16</b> (5/4 – 5/10)	Managerial/Management Accounting: Cost Allocation for Internal Orders	CP1: 745 - 755
	<b>(Optional Reading) R5:</b> Chapter 4, Activity-Based costing, in Managerial Accounting, by Warren, Reeve, and Duchac, 14th Ed., pp. 149 – 172, Cengage Learning, 2018 (ISBN-10: 1337270598; ISBN-13: 978-1-337-27059-5)	CP1: 756 - 782
	<b>Assignments:</b> Lab 11 CO Configuration Test <ul style="list-style-type: none"> <li>○ Distribution Cycle (Ex. 230-232; CP2: 362 – 368)</li> <li>○ Assessment Cycle (Ex. 233-237; CP2: 369 - 374)</li> <li>○ Internal Orders (Ex. 238-269; CP2: 375 - 386)</li> </ul>	
<b>Module 16</b>  <b>Week 17</b> (5/11 – 5/16)	Course Review	
	<b>Final Exam Concept Test and Computer Operations</b>	

# ERP 4120/ERP 4001 ERP Software Development

## Missouri S&T Campus and UM System Policies

### Statement about Copyright, FERPA, and Use of Video

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](#).

### Classroom Egress Maps

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

### 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](mailto:dss@mst.edu), or visit <https://saat.mst.edu/> for information.

### [Military & Veterans Services Center \(MVSC\)](#)

The Military & Veteran Services Center at Missouri S&T is dedicated to supporting those who have served, are currently serving, and those who aspire to serve in our nation's armed forces, along with their families. We are committed to fostering a welcoming and inclusive environment that empowers military-connected students to achieve their educational and personal goals. Through tailored resources, academic and career support, and community connections, we aim to enhance the success and well-being of service members, veterans, and their loved ones as they transition into and thrive within higher education here on campus.

### [Student Well-Being \(https://wellbeing.mst.edu/\)](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. – 4:30 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](https://missouri988.org).

### [Student Well-Being \(https://wellbeing.mst.edu/\)](https://wellbeing.mst.edu/)

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### [Health and Well-Being Canvas Course \(https://umsystem.instructure.com/enroll/G3LY3G\)](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.

# ERP 4120/ERP 4001 ERP Software Development

## 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."

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](http://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](mailto:equity@mst.edu)

## University Libraries

The library provides students and faculty with physical and electronic books, journals, articles and databases as well as recreational reading and video materials. You can also check out laptops, calculators, tool kits and more and reserve study or meeting rooms. Talk to us one-on-one via chat, email, phone or in person for any assistance regarding library services or finding peer-reviewed, credible research materials for study and research needs. Find out more information about the library here: [library.mst.edu](http://library.mst.edu).

# ERP 4120/ERP 4001 ERP Software Development

## [Writing and Communication Center](#)

The Writing and Communication Center's mission is to assist all students in their efforts to become better writers, communicators, and critical thinkers. The Center's peer consultants and coaches provide free individualized one-on-one and small-group conversations to offer meaningful feedback and guidance to students across all disciplines. More information can be found on our website, through email: [writing@mst.edu](mailto:writing@mst.edu) or stop by Curtis Laws Wilson Library 314–315.

## [Student Success Center](#)

The Student Success Center (SSC) offers peer tutoring and success coaching to help students succeed in their academic goals. Additionally, we work as a resource hub and can connect you to the campus resources necessary to help you dig deeper and finish the semester strong. Visit the SSC in Room 117 Innovation Lab and contact us at [ssc@mst.edu](mailto:ssc@mst.edu) or 573-341-7590. To learn more about the SSC, visit <https://ssc.mst.edu/>

## **S&T Tutoring Opportunities**

The Student Success Center (SSC) helps you with your studies in three ways:

- **LEAD Drop-in:** Our LEAD Drop-in service provides convenient access to experienced peer learning assistants for a multitude of courses across campus. No appointments necessary. Simply check our tutoring schedule to discover when support for your specific course is available:  
<https://ssc.mst.edu/leaddrop-in/>
- **LEAD Group Sessions:** Our LEAD Group sessions offer after-hours group tutoring, facilitated by our dedicated peer learning assistants in partnership with faculty members. Explore the LEAD Group schedule to see if your course is featured and join us at the next session:  
<https://ssc.mst.edu/leadgroup/>
- **Knack Tutoring:** If your schedule clashes with our LEAD offerings, or if your course isn't covered, Knack is your solution. Request a tutor for either a virtual meeting or an in-person session on campus, ensuring you get the help you need, when you need it. To sign up for your FREE Knack account, visit:  
<https://ssc.mst.edu/knacktutoring/>