

**MISSOURI S&T**  
**Syllabus**  
**Summer 2025**

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**Instructor Information**

Instructor	Loya VanOrder
Office	Online
Office Hours	Schedule via Email
E-mail	<a href="mailto:Lvhx9@umsystem.edu">Lvhx9@umsystem.edu</a>

**Course Information**

Course Name	<i>ERP in Small &amp; Mid-Size Enterprises</i>
Course Number & Section	<i>ERP 5130 Combined</i>
Credit Hours	<i>3</i>
Semester/Year	<i>Summer 2025</i>
Location	<i>Online - Zoom</i>
Meeting Days & Time	<i>MonWed 4:00PM – 6:30PM</i>
Course Modality	<i>Online</i>

## Course Description

*Prerequisites: ERP 5110 or ERP 2110*

Provides an overview of enterprise applications and implementations for small and midsize companies. A leading platform such as Dynamics 365 Finance and Supply Chain is introduced to illustrate theories and practical enterprise-wide applications for entrepreneurs, who manage business functions across sales, operation, and financials, all in a single integrated system.

## Course Goals

	Oral Communication	Written Communication	Information Technology	Teamwork	Critical Thinking
Gain an understanding of Dynamics 365 and Microsoft Platform			X		
Describe the various methods and approaches to entering data and performing transactions within the Dynamics 365			X		
Explain the main modules of Dynamics 365 Finance and Supply Chain system and terms as well as tasks involved in each of these modules and how they fit within the overall system environment.			X		
Acquire knowledge of best practices for ERP implementation, including change management strategies, user training and adoption, data migration techniques, and post-implementation support and optimization.			X		X
Develop skills for successful ERP implementations	X		X	X	X
Recognize the value and lessons learned from examples of both good and bad implementation approaches.			X	X	X

## Course Policies

- Students are expected to join all online lectures. All Q&A sessions or office hours are optional.
- Students are expected to actively participate in discussion during lectures.
- Additional policies are listed in the “Grading Policies” section.

## Course Schedule

Week	Date	Topic	Instructional Method	Lab Due Dates
Wk 1	Mon, 6/2	Course Introduction Implementation Methodology Core capabilities of Dynamics 365	Remote	

		<i>Discussion Board</i>		
	Wed, 6/4	Dynamics 365 Finance Fundamentals	Remote	Monday, 6/9
Wk 2	Mon, 6/9	Dynamics 365 Supply Chain Fundamentals <i>Discussion Board</i>	Remote	
	Wed, 6/11	<b>Test 1</b> <b>Video demonstration 1: Navigation in D365 and key feature in Supply Chain Management</b> Capstone project research	Office Hours	
Wk 3	Mon, 6/16	Dynamics 365 Finance Setups (GL) <i>Discussion Board</i>	Remote	
	Wed, 6/18	Dynamics 365 Finance – Accounts Receivable	Remote	Monday, 6/23
Wk 4	Mon, 6/23	Dynamics 365 Finance – Accounts Payable and Expenses <i>Discussion Board</i>	Remote	
	Wed, 6/25	Dynamics 365 Finance – Budgeting & Fixed Assets	Remote	Monday, 6/30
Wk 5	Mon, 6/30	<b>Test 2</b> <b>Video demonstration 2: Finance</b>	Office Hours	
	Wed, 7/2	Dynamics 365 Supply Chain (SC) – Product Information Management	Remote	Monday, 7/7
Wk 6	Mon, 7/7	Dynamics 365 SC – Inventory & Asset Management <i>Discussion Board</i>	Remote	
	Wed, 7/9	Dynamics 365 SC – Supply Chain Processes	Remote	Monday, 7/14
Wk 7	Mon, 7/14	Dynamics 365 SC – WMS & TMS <i>Discussion Board</i>	Remote	
	Wed, 7/16	Dynamics 365 SC – Master Planning <b>Video demonstration 3: Supply Chain</b>	Remote	Monday, 7/21
Wk 8	Mon, 7/21	<b>Test 3</b> Project Preparation Day – Office Hours	Office Hours	
	Wed, 7/23	Presentations	Remote – Webcam required	

## Grading Policies

### Late Policy

All work should be submitted via Canvas by 11:59 PM on the dates indicated on the syllabus unless otherwise indicated or specified during class lecture or email. All due dates are absolute unless arrangements are made for an alternative date in advance of the due date. This includes tests.

It is important that you stay on schedule with the materials so you can best learn the concepts. Running behind will impact your ability to successfully achieve the objectives of this course. Any deliverable submitted after the due date will not receive full credit. Grades on late work will be reduced by 25%, if turned in by 8am the following day. No credit will be given for deliverables turned in more than four days late. Exception will only be given to student with a legitimate reason if he/she notifies the instructor 4 days before the due date.

### Quality of Submissions

All assignments submitted to the instructor are to be considered business documents and must look professionally prepared (Word, Excel, PowerPoint) as appropriate. Work will be graded for content and correct use of appropriate business grammar and terms.

### Communication

All communication regarding your personal matters, for example, absence, should be communicated to the instructor via email. All assignment submission will be made through Canvas. All technical troubleshooting will be done via discussion board on Canvas. However, the instructor encourages you to learn and understand the software from trial and error. Hence, the instructor will not provide prompt technical support. Participating in troubleshooting on Canvas is highly encouraged and is appreciated. It is the student's responsibility to ensure that the instructor has received any assignments turned in. Refer to late policy for delay in submission of assignments.

## Grading Scale Information (graded assignments and/or weighted grades)

### Evaluation

There are an anticipated 600 possible points. Redistribution and/or additional assignments and points may be assigned during the course at the instructor's discretion to emphasize learning topics. The grading criteria are as follows:

Letter Grade	Points
A	540 – 600 points
B	480 – 539 points
C	420 – 479 points

D	360 – 419 points
F	359 and below

Assignment	Percentage of Grade	Points
Discussion board assignments (1-6)	20%	120
Labs (1 – 6)	15%	90
Video demonstrations (1-3)	10%	60
Tests (3, 40pts each)	20%	120
<b>Project Capstone (180)</b>		
Project presentation	25%	150
Project company summary	5%	30
Presentation Participation	5%	30
<b>Total</b>	<b>100%</b>	<b>600</b>

### **Grade Determination**

#### *Discussion board assignments*

There will be six (6) discussion board assignments worth 20 points each. Each discussion board assignment is due by next class at 11:59pm or on the date specified. Students are required to respond to two of the discussion board posts by 11:59pm by the following class after the initial posts are due.

#### *Lab Assignments*

There will be six (6) lab assignments worth 15 points each. All work should be submitted via Canvas by 11:59 PM on the dates indicated.

#### *Video Demonstrations*

There will be three video demonstrations that will need to be submitted. Each worth 20 points. The video demonstrations will be a combination of presenting and describing key system processes.

#### *Module Tests*

There will be three (3) tests. Each worth 40 points. The tests will cover the readings, lectures,

and system topics.

### *Final Project Capstone*

There will be one individual project worth a total of 180 points. The project will consist of selecting a customer case study and presenting on 1) the ERP implementation approach and 2) demonstration or knowledge of a key business areas leveraging Dynamics 365 Finance and Supply Chain.

The points are broken down into three parts.

- Students are expected to present their final presentation to the class. Presentation is worth a total of 150 points.
- In preparation for the presentations, students will be required to submit a summary of the company that their final presentation is for. This is worth a total of 30 points.
- Those not presenting are expected to ask questions and participate during other presentations. This participation will consist of asking questions and providing answers from the perspective of an end-user. This is worth a total of 30 points.

## Campus Instructional Support Systems and Resources

**One Canvas.** (<https://umssystem.instructure.com/>) Use Canvas to post syllabi, policies, schedule(s), and grades.

**Training Webinars for Faculty** are available at <https://elearningevents.umssystem.edu/>.

**S&T Connect** (<https://sandtconnect.mst.edu/>) “**Starfish**” icon on Canvas toolbar.

S&T Connect enables students to request appointments with their instructors and advisors via the S&T Connect calendar, which syncs with the Outlook Exchange calendar. S&T Connect tracks each student’s performance across all courses. S&T Connect Early Alert enables students to be provided with services as needs arise.

### Reporting Academic Dishonesty

Explain to students the practices they should follow for demonstrating academic integrity. For example, set expectations about processes and behaviors for examinations, appropriate use of AI systems, group projects, writing, and citing sources. Incidents involving behaviors such as cheating, plagiarism, sabotage, or unauthorized use of artificially generated content in an academic context must be reported to the instructor’s department chair and the Vice Provost of Undergraduate Education as violations of [the Student Academic Regulations](#). Such reporting is in addition to, and separate from, grade penalties for these violations as described in the instructor’s syllabus. An online form facilitates reports of academic dishonesty, accessed from the [Faculty Resources for Academic Integrity](#).

### Artificial Intelligence

Unauthorized use of artificially generated content violates University Student Academic Standards without consent of the instructor. With the introduction of ChatGPT and other AI systems, it’s **strongly encouraged** for instructors to develop a policy within their syllabi to provide students guidance on appropriate use within the course and what is not approved. For example, providing clear instructions on when it’s appropriate to utilize the tool such as creation of outlines, how to document it, and what is not acceptable use. For more resources visit <https://teaching.missouri.edu/blog/teaching-time-ai>

### Reporting Non-Academic Misconduct

It will also be helpful to be aware of and explain that students must uphold all non-academic misconduct standards in addition to the academic standards as outlined in the [University of Missouri Collected Rules and Regulations Section 200.010](#). Instances of non-academic misconduct, which may include but are not limited to disruption, obstruction, failure to comply, and/or forgery shall be reported to [Student Support and Community Standards](#) using the [online reporting form](#).

## Student Support and Community Standards

Has a dedicated team and numerous resources such as [UCARE](#) and the [student emergency fund](#) to help students navigate the S&T experience and support their success. This includes support to address barriers related to academic, personal, emotional, medical, financial, or any other needs. All students can learn and grow from challenges or setbacks, they are stepping stones to success and we are here to help.

**UCARE** UCARE is the central point of contact to connect a student who may be experiencing a personal, academic, financial, wellbeing, and/or other concern to support and resources. Sharing your concern with UCARE helps connect a student with solution-focused assistance to support their holistic well-being, success, and academic progress. A referral can be submitted at <https://go.mst.edu/ucare-refer> or by emailing [ucare@mst.edu](mailto:ucare@mst.edu). For urgent matters, check out the [after-hour and urgent resources](#).

## Learning Assistance through LEAD

The Learning Enhancement Across Disciplines (LEAD) program runs Learning Centers and Tutoring which provide an efficient means to improve your understanding and increase your mastery of the material you are studying. Discipline-based faculty and undergrad peer instructors operate open-environment learning centers in nearly every foundational course as well as many upper-level courses. See the schedule for LEAD learning assistance at <https://lead.mst.edu/schedule/>.

## Writing Center

The Writing 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 writing 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) supports student development through peer Academic Mentoring focusing primarily on STEM courses, Peer-to-peer soft skill coaching which can also act as an accountability buddy, and campus programming – all while providing free coffee and hot beverages! All undergraduate students are encouraged to utilize the SSC's free services to get timely support and to enhance their S&T Miner Experience. Visit the SSC at 198 Toomey Hall, contact us at [success@mst.edu](mailto:success@mst.edu) OR 573-341-7590. To see the course offerings and times for SSC Tutoring, visit <https://studentsuccess.mst.edu/academicmentoring/>.

## Knack Tutoring (<https://mst.joinknack.com/>)

With Knack Tutoring, any enrolled undergraduate student at S&T can get **FREE** help from a fellow miner who already took the class 24/7. You can choose to meet online on the Knack platform or on campus in person. If you've aced a course, sign up as a Knack Tutor to help your



peers!

## [Student Veterans Resource Center](#)

The Student Veterans Resource Center (SVRC) is the nexus of resources and support for student veterans at S&T. The SVRC provides student veterans with a “safe space” and a familiar atmosphere. The center’s Veteran Consuls provide one-on-one consultations to guide students to various resources on campus, while its advisor provides students with VA health and benefits resources. Visit the SVRC at

## Missouri S&T Campus and UM System Policies

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

It is vitally important that our classroom environment promote 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 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](mailto:dss@mst.edu), or visit <https://saat.mst.edu/> for information.

### Student Honor Code and Academic Integrity

- All students are expected to follow the [Honor Code](#).
- [Student Academic Regulations](#) 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 Vice Provost for Undergraduate Education.
- Other resources for students regarding academic integrity can be found [online](#).

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

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**

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, resources for many health and wellness topics, and help for mental health crisis situations.

For the National Suicide Prevention Lifeline, call or text 988, or visit [missouri988.org](https://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 Support and Community Standards** is your “Google Maps” for support. During your time at S&T, you or a friend may need help navigating the student experience, facing a barrier, or experiencing a challenge. You are not alone!

Student Support has a dedicated team and numerous resources such as [UCARE](#) and the [student emergency fund](#) to help you navigate the S&T experience and support your success. This includes support to address barriers related to academic, personal, emotional, medical, financial, or any other needs.

## **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 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)

## **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/>.