I. Course Information:

Title: ERP 1
Course #: 2168-E_22IS7050001: (2168) ERP 1 (001)
           2168-E_22IS7050002: (2168) ERP 1 (002)

Credit Hours: 2
Term: Fall (second half) 2016
Time/location: Thursdays, 6:00pm – 7:50pm, 220 Lindner Hall (Section 001)
              Thursdays, 8:00pm – 9:50pm, 220 Lindner Hall (Section 002)

Prerequisites: N/A

II. Instructor Information:

Name: Kyle Snyder
Title: Adjunct Instructor
Office Information: N/A
Email: snyderke@ucmail.uc.edu
Office Hours: Phone calls or before/after class meetings will be arranged as needed.
Communication Policy: Students are encouraged to contact me anytime via email. Phone calls can also be arranged as needed.

III. Link to Pace:

This course aligns with PACE, the Lindner College of Business platform for developing the total business professional.

P – Professionalism

- Enhance oral & written communication, express ideas clearly, logically and persuasively.
- Develop and practice teamwork skills through group projects and exercises.
- Practice professional habits of punctuality, preparation, respect and participation.

A – Academics

- Develop foundational knowledge of core business functions and their interactions within firms.
- Begin applying functional and cross-functional knowledge to critically analyze business problems; for example applying techniques for business plan development.

C – Character
• Learn and apply leadership techniques for project management (plan, brief, execute, debrief).
• Build an understanding and initial skills of managing diversity, including understanding cultural differences, and challenges and opportunities of global business.
• Understand importance of ethics and social responsibility in business and personal settings.

E – Engagement

• Build understanding of importance and practices of networking through interactions with business professionals and guest speakers.
• Develop awareness and appreciation of involvement in social organizations, community service, and professional group opportunities.

IV. Course Materials

Required

• All materials are provided electronically via Blackboard

V. Course Description:

Enterprise Resource Planning (ERP) Systems are large, cross-functional systems designed to promote integration among the various business areas. They are widely used by a majority of Fortune 500 Corporations and many smaller and mid-size businesses as well. While there are many ERP systems, SAP has, by far, the highest market share. This course will be a hands-on introduction to SAP configuration. Specifically, we will walk through the process of setting up a small company on SAP – this will include setting up the appropriate chart of accounts, master material, vendor, and customer records, and processing transactions. Students will be exposed to the following modules in SAP: FI, CO, MM, and SD.

VI. Student Learning Outcomes:

Upon successful completion of this course, the learner will be able to:

• Understand general ERP concepts and specific business functions of SAP

• Get hands-on experience with 4 SAP modules (Finance, Controlling, Materials Management, and Sales). Do this by setting up your own Bicycle company in SAP by setting up the proper organizational elements, rules, and master data. Execute transactions in this company.

VII. Instructional Methods (Including Description about Bb):

The following course utilizes the Blackboard (Bb) Learning Management System to provide student-centered online learning that will enhance the teaching and learning process. Through a variety of instructional methods (e.g. discussion boards, video lectures, readings, online assessments, etc.) the learner will become immersed and
engaged in the learning process. If you are not familiar with these tools, please visit

VIII. Course Communication:

University policy requires that the email set up in Blackboard is the primary means of
communication. It is advisable that you use your UC email for this purpose and that you
check it often. If you choose to change your email in Blackboard to a non-UC email it is
your responsibility to ensure you check it frequently. Please see the attached Student
Email Policy for more information:
http://www.uc.edu/content/dam/uc/infosec/docs/general/Policy_StudentEmail.pdf.

IX. Course and Grading Policies:

1. Course Structure: Changes to the syllabus, due dates, course requirements or grading
requirements will be made as far in advance as possible. Due dates will be clearly marked
in Blackboard. All assignments will be submitted via Blackboard.

2. Academic Integrity: As with all Lindner College of Business efforts, in this course you
will be held to the highest ethical standards, critical to building character. Ensuring your
integrity is vital and ultimately is your responsibility. To help ensure the alignments of
incentives, the Lindner College of Business has implemented a “Two Strikes Policy”
regarding Academic Integrity that supplements the UC Student Code of Conduct (see:

   • All academic programs at the Lindner College of Business use this “Two
     Strikes Policy”; Any student who has been found responsible for two cases of
     academic misconduct may be dismissed from the College.
   • All cases of academic misconduct (e.g., copying other students assignments,
     failure to adequately cite or reference, cheating, plagiarism, falsification, etc.)
     will be formally reported by faculty; and
   • Students will be afforded due process for allegations as outlined in the policy.

   Academic misconduct in this class will result in the student failing not only the relevant
assignment, but the class as a whole.

3. Disability: Students with disabilities who need academic accommodations or other
specialized services while attending the University of Cincinnati will receive reasonable
accommodations to meet their individual needs as well as advocacy assistance on
disability-related issues. Students requiring special accommodation must register with the

4. Counseling Services, Clifton Campus: Students have access to counseling and mental
health care through the University Health Services (UHS), which can provide both
psychotherapy and psychiatric services. In addition, Counseling and Psychological
Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

5. **Title IX**: Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to me, I am required forward that information to the Title IX Office. They will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult the website www.uc.edu/titleix or contact the office at 556-3349.

6. **Missed and/or late examinations, quizzes, and graded exercises:**
   - Late assignments will result in a significant grade reduction.
   - Make-up quizzes are generally not allowed, but will be offered under extreme circumstances on a case-by-case basis.

7. **LCB Weather Related Protocol:**
   When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing.

   The Lindner College of Business will observe the university emergency closing protocol for all on-campus classes. During a university emergency closing, all college offices will be closed.

   Students should clarify with their course instructors how the closure will affect assignments and deadlines, and whether class information from the missed session(s) will be posted on Blackboard, and/or if the class will meet virtually during the closure.

   **In the event of inclement weather and the university is closed, the closure will not affect online courses. All course assignments and activities will remain as scheduled in the course syllabus.**

8. **Criteria for letter grades:**
Your course grades will be based on your performance on the following:

**Point Allocation:**
- 3 Exercises 40% of grade
- 2 Quizzes 60% of grade

**Grading Scale (example)**
- A: 93 to 100
- A-: 90 to <93
- B+: 87 to <90
- B: 83 to <87
- B-: 80 to <83
- C+: 77 to <80
- C: 73 to <77
- C-: 70 to <73
- F: <70

Example 1: 90.0% = A-
Example 2: 89.9% = B+

**Description of graded work**
- **SAP Assignments:** (40% of grade)
  - Students will use SAP to build their bicycle company through the course of 3 graded assignments. Assignments will be graded based on the timeliness and accuracy of the work.

- **Quizzes:** (2 @ 50 pts. each)
  - There will be two quizzes. Each quiz must be completed in class. Quizzes are given via blackboard, and will be auto-submitted when the time runs out.

**X. Course Schedule:**

<table>
<thead>
<tr>
<th>Module #: &lt;Dates&gt;</th>
<th>Topic(s):</th>
<th>Readings, Lectures, &amp; Other Materials</th>
<th>Assignments &amp; Assessments</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>10/13</td>
<td>No Class (UC Holiday &quot;Reading Days&quot;)</td>
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<tr>
<td>10/20</td>
<td>Introduction to ERP/SAP, Finance and Controlling</td>
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<tr>
<td>10/27</td>
<td>Finance and Controlling</td>
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<td>Assignment 1 due</td>
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<td>11/3</td>
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<td>Quiz 1</td>
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<td>Date</td>
<td>Course</td>
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<tr>
<td>11/10</td>
<td>Materials Management</td>
<td>Assignment 2 due</td>
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<td>11/17</td>
<td>Sales and Distribution</td>
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<td>11/24</td>
<td>Thanksgiving – No Class</td>
<td>Assignment 3 due</td>
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<td>12/1</td>
<td></td>
<td>Quiz 2</td>
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