



Business Process Analytics

BUSN 3333 Fall 2024

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Class Hours: MW 3:00 pm - 4:20 pm BUSN 320

Office Hours: MW 10:00 am – 11:30 am BUSN 230

Required textbook

Business Process Integration with SAP ERP, by Simha R. Magal and Jeffrey Word. <https://lms.epistemypress.com/local/commerce/product.php?id=4>

Reference Materials

Business Process Configuration with SAP ERP, by Simha R. Magal, Raymond Boykin, Mary Beth Goodrich, and Bipin Prabhakar. <https://store.epistemypress.com/>

Welcome to Business Process Analytics, the official information for this course, including grades, will be posted on Blackboard. You are responsible for reading the “Announcements”, “Assignments”, and any other information concerning this course; check your Blackboard account daily.

Course description (*From Goldmine*)





The purpose of this course is to introduce the BBA students Enterprise Resource Planning (ERP) and the use of these systems in various business process modules such as human resources, supply chain, accounting, and finance. This is a foundational course in principles of ERP designed primarily for business students as part of an integrated business education and is also useful for any major who wishes to understand how ERP is used.

Course Objectives:

Objective	Activities	Assessment tools
Describe how to integrate the business processes in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Use the accounting process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Utilize the procurement process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Apply the fulfillment process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Experiment the production process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Analyze the inventory and warehouse management process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Practice the material planning process in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.
Integrate different business processes in an ERP system	Lectures, in-class discussions & video-lectures	SAP lab practices, quizzes, and exam.

EDGE ADVANTAGES

This course is designed to equip students with essential Edge Advantages that contribute to their professional and personal development. Through the completion of course requirements and assignments, students will develop the following Edge Advantages:

	Problem-Solving	Assignments will challenge students to identify and address business integration issues using innovative approaches.
	Communication	Class discussions and assignments will improve students' skills in articulating ideas clearly and persuasively in oral form.
	Confidence	By actively participating and successfully completing assignments, students will build self-assurance in their abilities to tackle academic and real-world challenges.
	Critical Thinking	The course's emphasis on analysis of business functions that should be integrated in an ERP system. The advantages of such integrations are evaluated and discussed in the classroom. These activities will strengthen students' abilities to think critically and make informed decisions.

Prerequisite

ACCT 2301, ACCT 2302, ECON 2303, ECON 2304 & QMB 2301 with a minimum grade of C.

SAP University Alliances Community (SAP UAC) is a free site for all university students who are enrolled in an SAP course. The registration process is very simple and is free -- <http://uac.sap.com>. In addition to the detailed Global Bike Incorporated (GBI) case information, you will also gain access to several SAP career services, including certification information and internship and job opportunities.

Lectures

This is an in person course. It is expected that you attend the sessions and complete the course activities as indicated in the course calendar. You should be available to complete them on time. You should be able to reply them and analyze similar cases.

Students are expected to read the textbook chapter/watch the textbook video lectures before class. During the class meetings, students will work in groups to answer the discussion questions that help the students to further comprehend the material. Therefore, it is important for students to finish watching all the videos and participate the in-class discussion.

I expect you to show up, pay attention and participate. You can't participate if you are not present. However, only attendance in class does not guarantee the students to receive this credit. This credit will be assigned only to students with active performance.

Quizzes

9 Quizzes will be given during the course (one for each chapter). Each quiz will be available on the blackboard a week before the corresponding class session and is due before class. Each quiz is worth 10 points. All quizzes are due before class starts.

Labs

Labs are an essential component of this course. There are 9 labs throughout the semester. Each lab worth 30 points while the number of questions may vary. The labs' reports must be submitted via Blackboard before the due date and late submissions are not allowed.

Group Assignments

Students are supposed to form their own group of 2 to 3 students. Otherwise, the instructor will form groups based on random assignment. Once the team is formed, students stick to the same team for all group assignments throughout the semester. Switching teams is NOT allowed. Any issues in the team are encouraged to resolve within the team. By the end of the semester, the team members will evaluate the contribution of each other for all group assignments throughout the semester.

News Presentation

Indispensable managers scan and plan. They know what is happening in the world around them and spot new trends and best practices before the competition. To help build this HABIT, please read the WSJ and other credible trade press of your choice regularly throughout the semester. Each student team will present twice throughout the semester. For each presentation, the student team selects a piece of news related to business that occurs within a month and presents in class. Each student team will submit a note one day before the presentation day including the title of the news, the source of the news (e.g., website links or a scanned copy from a newspaper or a magazine), and a short paragraph on why you think the news is important or interesting to you. The note should be no longer than a page.

On the day of the presentation, the students are expected to come to class 5 minutes earlier to set up the presentations. Each presentation should be 8~10 minutes, and 15 minutes total including Q&As.

Exams

There are two midterm exams and a final exam and will cover the materials during that part of the semester for which the test is given. You will not be tested on any materials that are not covered in the class.

A student who is unable to take an exam due to an emergency must inform me of that fact on or earlier than the day of the exam and arrange for a make-up exam. Any student requiring a makeup exam will have to document his/her excuse (e.g., a letter from a physician written on the physician's letterhead).

All exams are delivered in the IN-CLASS E-EXAMS using the blackboard platform. For all exams, you will be asked to use the Respondus Lockdown Browser (RLB) and Monitor.

Grading Policy:

1	Class participation	60 pts
2	Quizzes	90 pts (10 pts each)
3	Labs	450 pts (50 pts each)
4	News presentations	100 pts (50 pts each)
5	Exams	300 pts (100 pts each)
	Total	1000 pts

Course Assignments and Grading Distribution:

A 900+ B 800-899 C 700-799 D 600-699 F < 600

Technology Requirements

This course uses Blackboard as learning management system (LMS). Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop and the UTEP virtual private network. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you encounter technical difficulties of any kind, contact the [Help Desk \(UTEP Library Room 300, TS.UTEP.EDU, 915-747-4357\)](#). Please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

COURSE COMMUNICATION

Here are the ways we can keep the communication channels open:

Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person, however, you can request a virtual meeting and I will send you a Zoom link. Please see the days and times at the top of this syllabus.

Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24 hours of receipt. When e-mailing me, be sure to email from your UTEP student e-mail account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.

Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

Late Work Policy

Case assignments will be due on Thursdays at midnight (11:59 PM). No late work will be accepted.

Drop Policy

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registration and Records Office to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

MAKE-UP WORK

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work in a separate Word document as a backup. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through Blackboard, please contact the UTEP Help Desk. You can email me your backup document as a last resort.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

Accommodations Policy

The University is committed to providing reasonable accommodations to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Community Standards for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Student Resources

UTEP provides a variety of student services and support. Please refer to the QR code below for a listing of campus resources or visit https://www.utep.edu/advising/student_resources/student-success-resource-hub.html.



ILLNESS PRECAUTIONS

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations.

The instructor will attempt to adhere to the course schedule below, but does reserve the right to alter course content, class assignments and activities, and/or dates as deemed necessary.

Business Process Analytics

Class Hours: MW 3:00-4:20 p.m. BUSN 320

Course Outline:

Lecture	Class Discussion	
1 (Aug 26)	Ch 1: Introduction to Business Processes	
2 (Aug 28)	Ch 2: Introduction to Enterprise Systems	
3 (Sep 4)	Ch 2: Introduction to Enterprise Systems	Lab 2-1
4 (Sep 9)	Ch 3: Introduction to Accounting	
5 (Sep 11)	Ch 3: Introduction to Accounting	Lab 3-2
6 (Sep 16)	Ch 4: The Procurement Process	
7 (Sep 18)	Ch 4: The Procurement Process	Lab 4-1
8 (Sep 23)	Ch 4: The Procurement Process	Lab 4-2
9 (Sep 25)	Ch 5: The Fulfillment Process	
10 (Sep 30)	Ch 5: The Fulfillment Process	Lab 5-1
11 (Oct 2)	Ch 5: The Fulfillment Process	Lab 5-2
12 (Oct 7)	Ch 6: The Production Process	
13 (Oct 9)	Ch 6: The Production Process	Lab 6-1
14 (Oct 14)	Ch 6: The Production Process	Lab 6-2
15 (Oct 16)	Test 1: Chapters 1, 2, 3, 4, 5, 6	
16 (Oct 21)	Ch 7: Inventory and Warehouse Management Process	
17 (Oct 23)	Ch 7: Inventory and Warehouse Management Process	Lab 7-1
18 (Oct 28)	Ch 7: Inventory and Warehouse Management Process	Lab 7-2
19 (Oct 30)	Ch 7: Inventory and Warehouse Management Process	Lab 7-3
20 (Nov 4)	Ch 7: Inventory and Warehouse Management Process	Lab 7-4
21 (Nov 6)	Ch 8: The Material Planning Process	
22 (Nov 11)	Ch 8: The Material Planning Process	Lab 8-1
23 (Nov 13)	Ch 8: The Material Planning Process	Lab 8-2
24 (Nov 18)	Ch 9: Process Integration	
25 (Nov 20)	Ch 9: Process Integration	Lab 9-1
26 (Nov 25)	Ch 9: Process Integration	Lab 9-2
27 (Nov 27)	Ch 9: Process Integration	Lab 9-3
28 (Dec 2)	Ch 9: Process Integration	Lab 9-4
29 (Dec 4)	Test 2: Chapters 7, 8, 9	Lab 9-4
Dec 9	Comprehensive Final Exam 1:00 pm – 3:00 pm	