

**UTEP College of Business**  
**Business Process Analytics Lab**  
**BUSN 3334A - 16835**  
**Fall 2020**

Instructor: Jesus A. Cardenas, PhD

Class meeting: This section will be delivered online. Students will not be required to meet at specific days or times. For more information regarding class assignments, please refer to Blackboard.

Office Hours: MW: 4:00 PM – 5:30 PM at Blackboard Ultra or upon request

E-mail: jacardenas3@utep.edu

**Text Book: The following is required:**

Integrated Business Processes with ERP Systems, Magal, S. and Word, J. August 2011, ©2012, Wiley Publishing, ISBN: 978-0-470-47844-8.

**Prerequisite:** Taking the BUSN 3333 class concurrently

**Disclaimer:** The following is a rough detail about what will be covered in lecture, assignments, grading, tests, etc. This is not a contract, but rather it is a guideline to be adjusted as necessary.

**Course Objectives:**

The major goal of this course is to introduce students to Enterprise Resource Planning (ERP), a business management paradigm that integrates all facets of the business, including planning, manufacturing, sales, finance and accounting. The lab will cover the practice of ERP using SAP, a leading commercial software package. Hands-on homework will be assigned so the student can work through real-life business situations using the SAP system and explore the interaction among the different business processes. These exercises will prepare the student with the knowledge and skill sought by a growing number of businesses attempting to use enterprise systems to maintain or expand their competitive edge.

**Learning Objectives:**

Specifically, upon completion of the course, the student should have familiarity with the following business processes and the skill to work with these processes with the SAP software tool:

- Accounting Process
- Procurement Process
- Fulfillment Process
- Production process
- Inventory and Warehouse Management Process
- Material Planning process
- Process integration
- Process Redesign and Business Process Management
- Strategic and organizational issues in ERP Implementation
- Developing enterprise systems: Emerging trends and directions

**SAP University Alliances Community (SAP UAC)**

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.

<b>Grading:</b>	1. Lab Assignments	100%
	<b>Total</b>	<b>100%</b>

Grades will be assigned based on the following scale.

<b>A</b>	<b>90+</b>	<b>C</b>	<b>70-79.9</b>	<b>D</b>	<b>60-69.9</b>
<b>B</b>	<b>80-89</b>			<b>F</b>	<b>&lt;60%</b>

**Labs:** Each lab will follow the steps reviewed in the class and will be individual. The points assigned per lab will vary depending on the number of questions and the complexity. The labs' reports must be submitted via Blackboard before

the due date and late submissions will have 10 points deducted from the grade. 5 additional points will be deducted from your grade for each additional late day.

**Incomplete:** University policy states that a grade of "I" may be given only when a student is currently receiving a passing grade in the course. An incomplete is meant for hardship cases where you are unable to complete the course requirements due to circumstances beyond your control. It is not meant to accommodate students who decide that the workload is too heavy. Adequate evidence of such hardship must be presented when requesting an "I" grade.

**Inappropriate Behavior.** Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, and so on. Rude and inappropriate behavior will not be tolerated. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class.

**Academic Integrity.** The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

**Disability:** If you feel you may have a disability that requires accommodations, contact the Disabled Student Services Office at 747-5148, go to the Union Bldg, East, Room 106, or e-mail [dss@utep.edu](mailto:dss@utep.edu).

**University official withdrawal date:** October 30<sup>th</sup>

**Student responsibility:** Individual students must operate with integrity in their dealings with faculty and other students; engage the learning materials with appropriate attention and dedication; maintain their engagement when challenged by difficult learning activities; contribute to the learning of others; and perform to standards set by the faculty.

**Academic Irregularities and Students' Academic Grievances.** Cheating, plagiarism, and unauthorized collaboration are unacceptable and subject to disciplinary actions. Plagiarism is turning in someone else's ideas work. Cheating is copying or giving your work to someone else. Such actions may include an "F" in the course and a letter of fact on your student record following the rules of the University and the College of Business.

### Tentative Schedule of Classes

<b>Date</b>	<b>Topic</b>	<b>Points</b>
Wk1— Aug 24 <sup>th</sup>	Introduction to the Lab – Virtual Session	
Wk2— Aug 31 <sup>st</sup>	Chapter 02 - Exercise 02-01: SAP Introduction Single Company Code	11 pts.
Wk 3— Sep 8 <sup>th</sup>	Chapter 03: Financial Accounting Exercise 03-01: Review Master Data	18 pts
Wk 4— Sep 14 <sup>th</sup>	Chapter 03: Financial Accounting Exercise 03-02: Basic Financial Accounting Process	58 pts
Wk 5— Sep 21 <sup>st</sup>	Chapter 04: Procurement Process Exercise 04-01: Review Procurement Master Data	99 pts
Wk 6— Sep 28 <sup>th</sup>	Chapter 04: Procurement Process Exercise 04-02: Basic Procurement Process	106 pts
Wk 7— Oct 5 <sup>th</sup>	Chapter 05: Fulfillment Exercise 05-01: Create Master Data	44 pts
Wk 8— Oct 12 <sup>th</sup>	Chapter 05: Fulfillment Exercise 05-02: Basic Fulfillment Processes	
Wk 9— Oct 19 <sup>th</sup>	Chapter 05: Fulfillment Exercise 05-02: Basic Fulfillment Processes - Conclusion	181 pts
Wk 10— Oct 26 <sup>th</sup>	Chapter 06: Production Exercise 06-01: Review Production Master Data	73 pts
Wk 11— Nov 2 <sup>nd</sup>	Chapter 06: Production Exercise 06-02: Basic Production Process	44 pts
Wk 12— Nov 9 <sup>th</sup>	Chapter 07: Warehouse Management Exercise 07-01: Review Warehouse Management Master Data Exercise 07-02: Warehouse Management - Procure from Vendor Process	27 pts 44 pts
Wk 13— Nov 16 <sup>th</sup>	Chapter 07: Warehouse Management Exercise 07-03: Warehouse Mgt - Procure from Plant Process Exercise 07-04: Warehouse Management – Fulfillment Process	62 pts 39 pts
Wk 14— Nov 23 <sup>th</sup>	Chapter 08 Materials Planning Exercise 08-01: Review Materials Planning Master Data Exercise 08-02: Material Planning Process	83 pts 19 pts
Wk 15— Nov 30 <sup>th</sup>	Chapter 09: Integrated Exercise 09-01: Procurement, Fulfillment and Production Proc. Exercise 09-02: Procurement, production, and WM Processes	23 pts 23 pts
Wk 16— Dec 7 <sup>th</sup>	Exercise 09-03: Procurement, Fulfillment, Production, and Material Planning Processes Exercise 09-04: Procurement, Fulfilment, Production, Warehouse Management, and Material Planning Processes	23 pts 23 pts