



BUSN 3333 BUSINESS PROCESS ANALYTICS

Fall 2023 CRN: 13429 MW 3:00 ~ 4:15 pm BUSN 320

Instructor: Yang Yang, Ph.D.
Department: Marketing and Management
Office hours: MW 1:30 ~ 3:00 pm
 or by appointment

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COURSE DESCRIPTION

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

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. Course will cover both the methodology and 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, along with in-class discussions, 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:

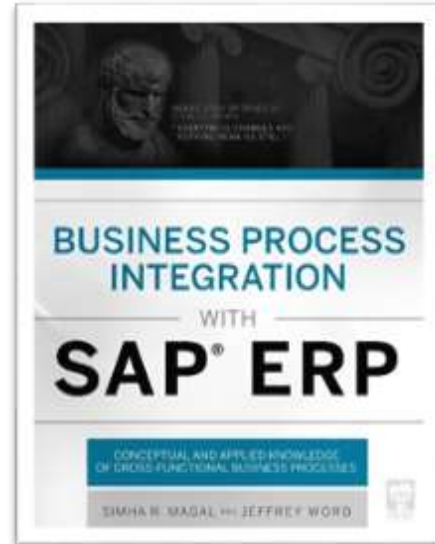
- Accounting Process
- Procurement Process
- Fulfillment Process
- Production process
- Inventory and Warehouse Management Process
- Material Planning process
- Process integration

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.

TEXTBOOK

The following is required:

- **(Required) Business Process Integration with SAP S/4HANA (2020)**
 - By Simha R. Magal & Jeffrey Word
 - The online textbook can be purchased at: <https://lms.epistemypress.com/>
- **The Wall Street Journal**
 - This is optional but highly recommended!
 - UTEP sponsors WSJ memberships for students, faculty and staff. You can activate your digital school-sponsored membership at:
 - [WSJ.com/ActivateUTEP](https://www.wsj.com/activate/utep).



Prerequisite: ACCT 2301 w/C or better AND ACCT 2302 w/C or better AND ECON 2303 w/C or better AND ECON 2304 w/C or better AND QMB 2301 w/C or better)

Disclaimer:

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

COURSE WEBSITE

Blackboard: The electronic platform for this course will be Blackboard. Students are responsible for checking Blackboard and your UTEP email daily for course announcements and updates through the my.utep.edu portal. Blackboard is the main source of communication between faculty and students. Students are encouraged to access this site daily. Course syllabus, calendar, and slides are posted on this site. Grades will be made available ONLY through this site. Important announcements for this class will be sent through “Blackboard announcement” and will go directly to your email. Please check your email every day for any communication.

GRADING

1	Class participation	40 pts
2	Quizzes	90 pts (10 pts each)
3	Labs	270 pts (30 pts each)
4	News presentations	100 pts (50 pts each)
5	Team project	200 pts
6	Exams	300 pts (100 pts each)
	Total	1000 pts

Grades will be assigned based on the following scale.

A	900+	B	800-899	C	700-799
D	60-699	F	<600		

INDIVIDUAL ASSIGNMENTS:

Class Participation (preparation/contribution/professionalism):

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 will have 5 points deducted from the grade. 2 additional points will be deducted from your grade for each additional late day.

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.

Team Project

You will form a team and conduct a business process analysis project. The group project consists three parts: a project proposal (20 pts), a final presentation (80 pts), and a final report (100 pts). The project will be worth 200 points. All group members in a team will be assigned the same grade. The project is due before midnight on the date highlighted in Blackboard. If you turn in a project on the day after the due date, 20 points will be deducted from your grade. 10 additional points will be deducted from your grade for each additional late day.

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 make-up 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. There will be a **Mock Quiz** to allow you to get the full experience of taking an exam using these tools. Prior to the quiz/exams, you will be asked to get your personal computer ready to take the exam by downloading and installing all necessary software. You will need to make your webcam available during the Bb exam and you will be video-recorded taking the exam. There is more information on Bb on how to set up RLB and be ready to take all exams.

GUIDANCE ON ARTIFICIAL INTELLIGENCE

The use of generative AI tools such as Chat GPT is permitted in this course for the following activities, which must be noted or cited:

- News presentations
- Term project

However, you may not use AI tools to complete the following activities:

- Quizzes
- Exams

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.

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.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

According to UTEP Catalog, “At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of “W” will be assigned before the course drop deadline and a grade of “F” after the course drop deadline.” See Policies and Regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

DISRUPTIONS:

You are expected to arrive for class on time and stay in class for its duration. Please minimize class disruptions by completing bathroom visits before class time. Please turn off your cell phone once you are in the classroom.

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 and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing

so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or 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 Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

COURSE RESOURCES: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to studentsuccess@utep.edu
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.

TENTATIVE COURSE SCHEDULE

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.

Class Hours: MW 03:00 -04:20 pm BUSN 320

Week	Dates	Activities
1	08-28	First day of class
	08-30	Ch 1: "Intro to Business Processes"
2	09-04	Labor day (no class)
	09-06	A hand game of business process
3	09-11	Ch 2: "Intro to Enterprise Systems"
	09-13	Lab 1 - Navigation
4	09-18	Ch 3: "Intro to Accounting"
	09-20	Lab 2 - FI
5	09-25	Ch 4: "The Procurement Process"
	09-27	Lab 3 - MM
6	10-02	Lab 3 – MM (cont.)
	10-04	Ch 5: "The Fulfillment Process"
7	10-09	Lab 4 - SD
	10-11	Lab 4 – SD (cont.)
8	10-16	Test 1: Ch 1, 2, 3, 4 & 5
	10-18	Team project proposal presentation (via zoom)
9	10-23	Ch 6: "The Production Process"
	10-25	Ch 7: "Inventory and Warehouse Management Process"
10	10-30	Ch 8: "Material Planning Process"
	11-01	Lab 5 - PP
11	11-06	Lab 5 – PP (cont.)
	11-08	Ch 9: "Process Integration"
12	11-13	Lab 6 – WM-I
	11-15	Lab 7 – WM-II
13	11-20	Preparation for Team Project (Presentation & Report)
	11-22	3D printing tour
14	11-27	Lab 8 – WM-III
	11-29	Lab 9 – WM-IV
15	12-04	Team Project Presentations
	12-06	Test 2: Ch 6, 7, 8 & 9
	12-11	Final Exam: Comprehensive 1:00 – 3:00 pm

Fall Drop/Withdrawal Deadline: **Nov 3rd**