BCIS 485. Enterprise Resource Planning  
Section 02 Meets TuTH 1:10 a.m. – 2:25 p.m., GU 303

Instructor: Dr. James Shannon.  
Office Hours: MW: 01:30 – 03:30 p.m.  
TuTh: 09:30 – 11:00 a.m.  
or by appointment  
Office: Guthrie 318  
Phone: 646-4281  
Website: http://learn.nmsu.edu

Course Description

This course covers concepts in enterprise resource planning (ERP). The main focus of this course is to show how ERP systems integrate business processes across functional areas and support business management and performance analysis. This course will also examine how ERP systems evolved from early computer systems and manufacturing, and benefits and costs of implementing an ERP system. Example software, such as SAP, will be used extensively to illustrate how ERP systems work in a business environment.

Prerequisite: BCIS 338 or BCIS 350 with a grade of C or better or by consent of instructor.

Course Objectives

By the end of the semester, each student should know:

- **Business processes** common to most businesses, including order processing, procurement, etc.
- How a business process spans different functional areas of the business: accounting, marketing, etc.
- How enterprise systems, such as SAP, integrate business functional areas into one enterprise-wide information system.
- **Process modeling** to depict the sequence of tasks completed in a business process.
- **Master data** common to most businesses (e.g. customer, vendor, inventory, etc.).
- The issues involved in implementing an ERP system.

Required Materials


Responsibilities

As your teacher I have the following responsibilities:

- Come prepared to every class.
- Plan my class so you can accomplish the objectives listed above.
- Treat you as responsible adults.
- Consider that is not always your fault if you don’t understand the material.
- Encourage you to ask and answer questions.

As students you have the following responsibilities:

- Come prepared to every class.
- Complete all work on time with proper thought.
- Behave as responsible adults.
- Consider that it is not always my fault if you don’t understand the material.
- Treat others with respect.
## Point Distribution and Grades

Scores for each category of points will be approximately weighted as shown below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity (Estimated)</th>
<th>Estimated percentage of overall grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>8</td>
<td>10%</td>
</tr>
<tr>
<td>Exams</td>
<td>2</td>
<td>45%</td>
</tr>
<tr>
<td>Exercises (Navigation, Intro, Quarterly Plans)</td>
<td>4</td>
<td>20%</td>
</tr>
<tr>
<td>Team presentation</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Simulation Performance</td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grades will be assigned as follows:

- 90% through 100% | A
- 80% through 89.9% | B
- 70% through 79.9% | C
- 60% through 69.9% | D
- Below 60%        | F

**Note:** After all the material is graded, letter grades will be assigned as in the table above. Any rounding or curves will be applied at the end of the course.

**Quizzes.** The purpose of the quizzes is to motivate you to read the text/slides and become familiar with the concepts and terms covered. They will be made available at the beginning of each chapter/topic and will be made available for as long as it takes to cover that chapter/topic in class. You’ll be allowed to take a quiz twice – once before the topic is started in class and once after the topic is started. The grade assigned will be the highest score of a quiz for a particular chapter/topic. Questions will be a combination of multiple choice and short answer.

**Exams.** There will be two exams during the semester and will cover material from the textbook and lectures. Questions will be a combination of multiple choice and short answer. Exams might also include essay questions.

**Exercises.** There will be a number of exercises go get you familiarized with SAP and the business processes that will be covered in the simulation. Some of the exercises will be done in teams and some individually.

**Team Work & Presentation.** An important component of this course will be to manage and run a company using the SAP Enterprise System (ERPsim). The simulation will run for approximately 6-8 quarters (one quarter equals one class period). At the conclusion of this simulation, each team will prepare a presentation to explain their results, what strategic and operational decisions they made and why.
General Policies

Attendance
You are expected to attend class. Although I will not take attendance, you cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments that are covered in class. However, attendance is required during the simulation periods. Each person will have a role to play in their team's company and everyone must be present during the simulation run during those class times. The simulation will be run approximately for 6-8 class periods. There will be a 5% penalty of the overall course points for each absence during the simulation runs (i.e. half a letter grade).

Class Procedures
The teaching method for this course will include lecture/discussion, in-class exercises, and team work.

Getting help outside office hours
The Discussions Section on Blackboard is an extension of my office hours. You are to post all course related questions here. I will not answer questions in private e-mails. Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of “Error” is not relevant. An example of a more relevant subject heading is “Help: Exercise 1. Step 12. Output does not show the expected result.” If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question. Be sure to include enough information in your question. Also, please post your question in the appropriate topic area. Do not wait until the last minute to post a question. I strongly encourage other students to post replies and seek answers in this area.

Missing Quizzes, and Exams
- No makeup Quizzes will be given.
- Makeup Exams will be given only under extraordinary circumstances and the student must submit a legitimate excuse. Examples of legitimate excuses:

<table>
<thead>
<tr>
<th>If it is …</th>
<th>You have to bring a…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to illness:</td>
<td>note from doctor</td>
</tr>
<tr>
<td>Due to business:</td>
<td>note from supervisor</td>
</tr>
<tr>
<td>Death in family:</td>
<td>note from family member and obituary</td>
</tr>
<tr>
<td>Due to an university sponsored activity</td>
<td>note from sponsor</td>
</tr>
<tr>
<td>Other</td>
<td>on a case-by-case basis</td>
</tr>
</tbody>
</table>

Read carefully: I must be informed prior the exam to count as a legitimate excuse. If you cannot reach me, leave a message at the department’s office (646-4901) indicating time and date. Notifying me by email will not be sufficient. Notifying me after the exam will result in a grade of zero for that exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. Failure to follow the guidelines will mean that you forfeit the excused absence option. If a student misses an exam without a legitimate excuse, (s)he will receive a grade of zero for that exam.

Withdrawal Policy
Last day to Withdraw is Tuesday, March 9. No faculty or department head signatures are required to drop a class if you drop a class on or before this date.
Incompletes
A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog (http://www.nmsu.edu/Academic_Progs/Undergraduate_Catalog/ch1/regulations.html). Incomplete grades are to be given only if a student has passed the first half of the course and is unable to complete the course due to circumstances beyond the student's control. (If the circumstances develop during the first half of the course, the student has the opportunity to drop the class). Examples of appropriate circumstances are documented illness, documented death or crisis in the student's immediate family and similar circumstances. The catalog states that job related circumstances are generally not appropriate grounds for assigning an "I" grade and that this grade is not to be used to avoid assigning a D, F, or U grade.

Academic Misconduct
All individual assignments submitted must be your original work. For individual assignments, any work done by groups of more than one (i.e., the work of two or more students is remarkably similar), or too similar to work of previous students will be construed as cheating. Your work must be kept private from others; should your work appear in the work of another student, both parties will be considered to have cheated; both will receive a failing grade for the assignment. Multiple occurrences may result in a failing grade for the course. Please refer to the Student Handbook (http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html) for a full description of the NMSU Policy.

Disabilities Statement
If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Professional Behavior Guidelines
Cell Phone: Please turn off your cell phone or set it to silent mode while you are in the class. Cell rings can disturb your classmates as well as me. Also, please limit the use of text messaging while in class.
Tardiness: Please arrive on time. If you are later than the start of the class, please quietly take a seat nearest the entrance.
Side Conversations: Side conversations make it difficult for your classmates to actively listen and learn.
Sleeping: Falling asleep in class is not considered professional behavior.
Inattention: Please do not read other material (chat, browsing the web, books) or study for other courses during the class. It is not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

Miscellaneous Policies
- Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
- I do not give additional projects to increase one’s grade before or after the exam(s).
- No food or drinks allowed in the lab.