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, benefits and costs of implementing an ERP system, and the implications of legislation for businesses using ERP systems. ERP software (SAP) will be used in the context of a business simulation throughout the course.

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, inventory management, etc.
- How a business process often **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

  - Everyone must pay for the digital text and get a simulation registration code. You cannot participate in the simulation without your registration code. You must have purchased the text by Sept 6 or you will be withdrawn from the course.
  - This guide and the access code to the simulation are purchased from HEC (the university in Canada where some of the authors work).
  - The cost should be between $40 and $50 US dollars (depending on fluctuations in exchange rates).
  - **Instructions on how to acquire the textbook will be given in class.**
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>Estimated percentage of overall grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Exams</td>
<td>45%</td>
</tr>
<tr>
<td>Assignments</td>
<td>18%</td>
</tr>
<tr>
<td>Team presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Team peer evaluations</td>
<td>2%</td>
</tr>
<tr>
<td>Simulation Performance</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100.00%</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. I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A.

Quizzes. The purpose of the quizzes (approximately 5-6) is to motivate you to read the text, lectures, and assigned readings 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. 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, and assigned readings. Questions will be a combination of multiple choice and short answer. Exams may also include essay questions.
Assignments. There will be a number of exercises to 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 critical component of this course will be to manage and run a company using ERPsim (a simulation that runs live in SAP). The simulation will run for approximately 7-8 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. For proper presentation skills please refer to the references provided at http://business.nmsu.edu/students/survival-kit/

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 7-8 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 of the final course grade).

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

Communication
We will be using CANVAS extensively. All the material associated with the course will be available through CANVAS. This LMS offers many ways of communication and I will be using two:

- Email: please use the CANVAS email system to communicate with your instructor for personal issues related to the course. Make sure to use proper netiquette when sending emails, including but not limited to:
  - Articulate the content of your message clearly. This means you should not use text message or instant message speak. Proper communication standards also apply for any submitted work. For proper writing standards please refer to http://business.nmsu.edu/students/survival-kit
  - Before you send an email, review the course’s content on Canvas. It is very likely that you can find an answer to your question(s) by examining this content.
    - Failure to follow these simple rules will generally result in a non-response from the instructor.
    - You can expect a reply from me within 24 hours.
  - The Discussions section of CANVAS is an extension of my office hours. You are to post all technical questions here. I will not answer questions about labs and/or projects in private emails. 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. For example, if you are getting a
compilation error, make sure you list the compile line you used, the entire error message, and at least 10 source lines that precede the line about which the compiler is complaining. This will give me more information and thus, the more likely you will get a helpful answer. **Do not wait until the last minute to post a question.** I strongly encourage other students to post answers to questions they see on the Discussion Board. **You can expect a reply from me within 24 hours.**

**Late Work Policy**
- **No late submissions** for quizzes/assignments will be allowed.
- 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.

**Add/Drop Policy**
Students may add courses thru **September 3, 2013** and drop/cancel courses thru **September 6, 2013** through MyNMSU self-service, or by Add/drop slip, and no signature is required. Late registration fees will apply for courses added after **August 22, 2013**. The deadline for withdrawing from a full semester (15 week) course in the fall is **October 15, 2013**. Students may withdraw from the university (withdraw from all classes) until **November 15, 2013**.

**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](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 and non-academic misconduct**
Plagiarism. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/.

Students with Disabilities
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken
Student Accessibility Services (SAS) – Corbett Center, Room 244
Phone: (575) 646-6840
Email: sas@nmsu.edu / Website: www.nmsu.edu/~ssd/

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU’s complaint process contact:

Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director
Office of Institutional Equity (OIE) – O’Loughlin House
Phone: (575) 646-3635  Email: equity@nmsu.edu / Website: www.nmsu.edu/~eeo

Professional Behavior Guidelines
Tardiness: Please arrive on time. If you arrive late, 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. If you are feeling sleepy, please step outside the class for a minute, get a breather, and come back to class.
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.
Cell Phone: While there are a myriad of appropriate times and places to use one’s cell phone, during a class period is not one of them. Therefore, students are prohibited from using their cell phones during class, regardless of whether they are used for calling or for text messaging purposes. Cell phones should be turned off and stowed away at all times in the classroom. Cell phone use is strictly prohibited during examinations.
Laptop Computers: Students are free to use laptop computers for note taking purposes during class. If a student is discovered using his or her laptop for any other purposes, such as surfing the internet, that student will forfeit the opportunity to use his or her laptop for the remainder of the semester. Personal laptops are prohibited during exams.

Note to BCS 560 Students
Students that have enrolled in the BCIS 560 course will be provided with additional opportunities to demonstrate their interest and expertise in the subject material for this course. The specific details will be provided to those students during the course. These opportunities will be undertaken with all the rigor and enthusiasm they deserve and that should be demonstrated by graduate students.
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.