Enterprise Resource Planning (ERP) - IS 485/560, Spring 2014, Tuesday & Thursday, 11:45 am -1:00 pm

Instructor: Jennifer Kreie
Send email through Canvas.
My web page: http://web.nmsu.edu/~jkreie
Canvas: http://learn.nmsu.edu/

Office: Guthrie 318
Office Phone: 646-2990
Classes: MW 11:30-12:45, BCIS 350/540 in GU 303
       MW 2:30-3:45, BCIS 475/580 in GU 303
       TR 11:30-12:45, BCIS 485/560 in BC 115
       BCIS 475/580 online

Schedule an appointment:
http://meetme.so/jkreie

Office Hours: Monday: 8:30-10:00 (Classroom: GU 303)
             Thursday: 1:30-3:30 online/face-to-face (Adobe Connect/GU 318)
             or by appointment for online or face-to-face

You're welcome to drop by my office or the computer classroom during office hours. You can drop
by outside my office hours, too. If I have time, I'm happy to meet with you.

Textbooks and other materials - ERP Simulation Game Participants Guide by Leger, Robert, Babin, Pellerin, and Wagner, Pearson Publishing. This guide and the access code
to the simulation are purchased from HEC (the university in Canada where the authors work). The cost should be between $40 and $50 US dollars (it can vary because of fluctuations
in conversion rates). Instructions for acquiring the digital text and simulation registration code will be covered in class.

Everyone must pay for the digital text and get a simulation registration code. You cannot participate in the simulation without your registration code. If a student does not get the
registration code before the fourth week of the semester, he/she will be withdrawn from the course.

Course Description - This course covers concepts in enterprise resource planning (ERP) and the information systems that enable integration of business processes. 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. An ERP system
integrates the flow of data and documents from one functional area to the next. This course will also examine how ERP systems evolved from early computer systems and
manufacturing, and the implications of legislation, such as the Sarbanes-Oxley Act, for businesses with ERP systems. This courses uses a simulation that runs in SAP (the industry
leader in ERP software).

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

Course Objectives - The student who completes this course should know:

• Business processes common to most businesses--order processing, inventory management, procurement, etc.
• Master data common to most businesses--customer, vendor, inventory, etc.
• The cash-to-cash cycle in a production environment.
• How a business process often spans different functional areas of the business: accounting, marketing, material management, etc.
• How enterprise systems, such as SAP, integrate business functional areas into one enterprise-wide information system.

Quizzes and Exams - There will be quizzes and two exams. The quizzes and exams will cover material from the textbooks, lectures, and assigned outside readings. Quiz/exam
questions will be a combination of multiple choice and short answer and exams may include one or two essay questions. You get three attempts for each quiz and the highest score
will be kept.
If you miss an exam due to illness, work, or a university-sponsored activity, you must provide proper notification to the instructor as soon as possible. If no valid excuse is provided the student will receive a score of zero for the missed exam.

**Individual Assignments** - There will be some individual assignments throughout the semester to enable each student to use ERP software, such as SAP, and to assimilate some of the concepts covered. Some assignments will be accepted late but other will not. The assignment information will show whether or not a late submission is accepted. Penalties for late assignments are: 1 day late = 10% penalty, 2 days late = 15% penalty, 3 days late = 25% penalty, more than 3 days = not accepted for grading.

**Team Work & Presentation** - An important component of this course will be to manage a manufacturing business using ERPsim (a simulation that runs live in SAP). The business will run for 7 or 8 quarters. At the conclusion of this simulation, each team will prepare a presentation to explain what strategic and operational decisions they made for their company, the reasons why and how things turned out.

**Attendance Policy** -

- Attendance is important to doing well in this class.
- **Attendance is required on days when we run the simulation** because this is when student teams must operate their business. Each person will have an important role to play in their team's company decisions. There will be a **5% penalty** of the overall course points for each absence during the simulation runs (i.e. half a letter grade).
- **Attendance is required during company presentations at the end of the semester.** This applies even if your company is not presenting on a particular day. There will be a **3% penalty** of the overall course points for being absent the day other companies present and a **10% penalty** of the overall course points for being absent the day your company's presentation is done.

In addition to lecture and discussion there will be several hands-on exercises using SAP. If a student misses a class, it is up to the student to find out what was covered by talking to other students, getting someone's notes, and checking the class Canvas site. The student may get specific assignments from the instructor or get answers to specific questions after reviewing notes for the missed class.

**Class Procedures** - The teaching method for this course will include lecture/discussion, in-class exercises, group exercises, including at least one presentation, and individual assignments. All **individual assignments** are to be done independently. To assist you in meeting College expectations with respect to writing and presentation skills, an “Academic Survival Kit” with resources on writing and presentation skills is available on the College web page at [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/).

**Online Procedures** - Most of the course material will be available through the Canvas site for this class. Check the different links so that you can make full use of the available resources. The Discussion section in Canvas will be used for the ERPSim simulation and as a central point to post general questions.

**Email Communications**: Your NMSU email account is the official means of communicating with the university. Information critical to your success at NMSU is delivered to you via this account, and you are expected to follow rules and policies provided to you via this communication method.

Any email from you regarding this course to the instructor should be sent either through the CANVAS course management system.

Please be advised that due to privacy and security concerns, we are unable to respond to emails from or about students that do not originate from within Canvas or an official NMSU email address.

**Notice Concerning Disabilities and Discrimination.**

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, Director, Student Accessibility Services (SAS); Corbett Center, Rm. 244

**Phone:** (575) 646-6840  --  **E-mail:** sas@nmsu.edu

**Website:** [www.nmsu.edu/~ssd/](http://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 Agustín Diaz, Associate Director
Office of Institutional Equity (OIE); O'Loughlin House
Phone: (575) 646-3635  --  E-mail: equity@nmsu.edu
Website: http://www.nmsu.edu/~eeo/

**Academic and non-academic misconduct:** The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online: http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/

Academic misconduct is explained here:
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html

**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/.

**Miscellaneous Policies**

- Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
- Office hours:
  - When I have to attend a meeting or other event during my office hours, I will post a message in Canvas.
  - I'm often in my office even when I don't have office hours and you're welcome to call or come by outside of office hours but if you're making a special trip to campus, please call first to confirm that I'm in my office and that I don't step away and miss you.

**Point Distribution and Grades** - The points possible for this course will be approximately as follows:

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Weight in Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Two Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Assignments (group and individual)</td>
<td>20%</td>
</tr>
<tr>
<td>Team Peer Evaluations</td>
<td>5%</td>
</tr>
<tr>
<td>ERPsim Performance</td>
<td>5%</td>
</tr>
<tr>
<td>Company Presentation</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grades will be assigned as follows:
98% through 100%:  A+
92% through 97.9%: A
90% through 91.9%: A-
88% through 89.9%: B+
82% through 87.9%: B
80% through 81.9%: B-
78% through 79.9%: C+
72% through 77.9%: C
70% through 71.9%: C-
60% through 69.9%: D
below 60%: F