Course Description:

This course is designed to provide the student with a thorough understanding of both the role that Enterprise Resource Planning Systems (ERPs) play in an organization and the challenging task of implementing and managing the Information System (IS) function. During the semester, projects and case studies will be assigned that afford the student the opportunity to work through many real-life business situations using the SAP ECC system and explore the interaction among the different business processes. SAP is the world’s leading provider of Enterprise software designed to integrate every aspect of a company’s operation. The hands-on exercises, coupled with the in-class discussions of ERPs, will prepare the student with the knowledge sought by businesses looking to use technology to maintain their competitive edge in the market place.

Objective:

At the completion of the course, students will be able to…

• Describe the role of an ERP in carrying out business processes in a company
• Explain how ‘best business practices’ are incorporated in an ERP
• Execute an entire business process chain in the following areas
  – Sales (Fulfillment)
  – Procurement
  – Production
  – Accounting
• Strategize pricing, production and sales in a competitive commodity market
• Analyze sales data in an ERP to dynamically respond to changing market conditions to maximize profits
• Expedite production planning and control using tools provided in an ERP system
• Report on the reasons for the success (or failure) of production and sales strategy

Required Textbooks and Accessories:

2. ERP Simulation Game: Participant’s Manual (ebook) will be available for purchase online. (Cost $40 CAD payable online by credit card, details to be announced mid semester.)
3. (On-campus students only) TurningPoint RF Response Card, aka “clicker” available at the Student Store’s checkout counter.
**Class Schedule:**  *Note: While the subject matter may change, the date of the midterm exam will not!*

| Week 1. | Jan. 13  
<table>
<thead>
<tr>
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<th>Jan. 15</th>
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</table>
| **Class Topic** | Course Overview  
|       | • Overview of ERP Systems & Functionality  
|       | • Intro to the case company  
|       |    Global Bike Inc.  
| **Reading Assignment** | Magal: Chapters 1 and 2  
| **Assignment** | No assignment this week.  

| Week 2. | Jan. 20  
<table>
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<tr>
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<th>Jan. 22</th>
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| **Class Topic** | The ERP Environment  
|       | • Client/Server technology  
|       | • Data in an ERP System  
|       | • Reporting  
| **Reading Assignment** | Magal: Chapters 1 and 2 (cont.)  
| **Assignment** | Project #1 – The ERP Environment, due Tuesday, Jan. 27th before 2:00 pm.  

| Week 3. | Jan. 27  
<table>
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<th>Jan. 29</th>
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| **Class Topic** | Introduction to Accounting  
|       | • Organizational Elements  
|       | • G/L Accounting, Debit and Credit entries  
|       | • A/R & A/P accounts  
|       | • Assets and Depreciation  
| **Reading Assignment** | Magal: Chapter 3  
| **Assignment** | Project #2 – Accounting, due Tuesday, Feb. 3rd before 2:00 pm.  

| Week 4. | Feb. 3  
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<th>Feb. 4</th>
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| **Class Topic** | The Procurement Process  
|       | • Organizational Elements and Master Data  
|       | • The Business Process and Financials  
| **Reading Assignment** | Magal: Chapter 4  
| **Assignment** | Project #3 – The Procurement Process, due Tuesday, Feb. 10th before 2:00 pm.  

| Week 5. | Feb. 10  
<table>
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<th>Feb. 12</th>
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</table>
| **Class Topic** | Sales and Fulfillment  
|       | • Organizational Elements and Master Data  
|       | • The Sales Process and Financials  
| **Reading Assignment** | Magal: Chapter 5  
| **Assignment** | Project #4 – The Sales Process, due Tuesday, Feb. 17th before 2:00 pm.  

| Week 6. | Feb. 17  
<table>
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<tr>
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<th>Feb. 19</th>
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</table>
| **Class Topic** | The Production Process  
|       | • Bill of Materials and Routing Documents  
|       | • Work Centers  
|       | • The Production Process  
| **Reading Assignment** | Magal: Chapter 6  
| **Assignment** | Project #5 – Production, due Tuesday, Feb. 24th before 2:00 pm.  

| Week 7. | Feb. 24  
<table>
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<th>Feb. 26</th>
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</table>
| **Class Topic** | Inventory & Warehouse Management  
|       | • Goods Receipts, Goods Issue, Transfer Postings, and Stock Transfers  
|       | • Stock Transport Orders  
| **Reading Assignment** | Magal: Chapter 7  
| **Assignment** | Project #6 – Inventory Management, due Monday, Mar. 2nd before 5:00 pm.  

| Week 8. | Mar. 3  
<table>
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<tr>
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<th>Mar. 5</th>
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</table>
| **Class Topic** | Midterm Exam  
|       | Production Planning, MRP  
|       | • Required Master Data  
|       | • MRP Strategy  
|       | The Planning Process  
| **Reading Assignment** | Magal: Chapter 8  
| **Assignment** | Midterm Project, due Tuesday, Mar. 10th before 2:00 pm.  
|       | Project #7 – Production Planning, due Thursday, Mar. 12th before 2:00.  

**MLK Day**  
Jan. 19th

**President’s Day**  
Feb. 16th
<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Assignment</th>
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<tbody>
<tr>
<td><strong>Week 9.</strong></td>
<td>Production Planning (cont.)</td>
<td>Magal: Chapter 8</td>
<td>No assignment this week.</td>
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<tr>
<td>Mar. 10</td>
<td>• MRP Strategy</td>
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<tr>
<td>Mar. 12</td>
<td>• The Planning Process</td>
<td><strong>Participant’s Manual</strong></td>
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<tr>
<td></td>
<td>The ERP Simulation Game</td>
<td>Chapters 1 – 3</td>
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<tr>
<td></td>
<td>• Overview of the Game</td>
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<tr>
<td>Mar 16-21</td>
<td>Spring Recess</td>
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<tr>
<td><strong>Week 10.</strong></td>
<td>The ERP Simulation Game</td>
<td><strong>Participant’s Manual</strong></td>
<td>No assignment this week.</td>
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<tr>
<td>Mar. 24</td>
<td>• How the Market Works, Demand drives Supply</td>
<td>Chapters 1 – 3</td>
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<td>Mar. 26</td>
<td>• Forecasting and Planning</td>
<td>Chapters 4 – 6</td>
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<tr>
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<td>• Interest &amp; Warehouse Costs</td>
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<tr>
<td></td>
<td>• Production Improvements</td>
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<td></td>
<td>• Marketing Impact</td>
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<tr>
<td><strong>Week 11.</strong></td>
<td>Practice Game</td>
<td>Reference: <strong>Participant’s Manual</strong></td>
<td>In class practice game begins on Tuesday. Participation required.</td>
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<tr>
<td>Mar. 31</td>
<td>• Quarter 1</td>
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<td>Apr. 2</td>
<td>• Quarter 2</td>
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<tr>
<td><strong>Week 12.</strong></td>
<td>Practice Game, (cont.)</td>
<td>Reference: <strong>Participant’s Manual</strong></td>
<td><strong>SIM Analysis 1</strong> – Practice Sim Game Analysis, due Tuesday Apr. 14th before class.</td>
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<tr>
<td>Apr. 7</td>
<td>• Analyze Resulting Data</td>
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<td>Apr. 9</td>
<td>• Explore Profit &amp; Loss Statements for your Company</td>
<td><strong>No class Thursday</strong></td>
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<tr>
<td><strong>Week 13.</strong></td>
<td>ERP Extended Sim Game</td>
<td>Reference: <strong>Participant’s Manual</strong></td>
<td>In class ERP Sim game. Participation required.</td>
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<tr>
<td>Apr. 14</td>
<td>• Preparing for the Extended Sim Game</td>
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<tr>
<td>Apr. 16</td>
<td>Extended Game, Qtrs 1 &amp; 2</td>
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<tr>
<td><strong>Week 14.</strong></td>
<td>ERP Sim Game (cont.)</td>
<td>Reference: <strong>Participant’s Manual</strong></td>
<td>In class game. Participation required. Sim Analysis – Things to consider for the final stretch.</td>
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<tr>
<td>Apr. 21</td>
<td>Extended Game, Qtrs 3 &amp; 4</td>
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<tr>
<td>Apr. 23</td>
<td>Extended Game, Qtrs 5 &amp; 6</td>
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<tr>
<td><strong>Week 15.</strong></td>
<td>ERP Sim Game (cont.)</td>
<td>none</td>
<td><strong>SIM Final Analysis</strong> – due Sunday May 3rd before midnight.</td>
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<tr>
<td>Apr. 28</td>
<td>Extended Game, Qtrs 7 &amp; 8</td>
<td></td>
<td><strong>Team Evals</strong> due May 3rd before midnight.</td>
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<tr>
<td>Apr. 30</td>
<td>Analysis of the Extended game and course wrap-up</td>
<td></td>
<td><strong>Game Quiz</strong> due May 3rd before midnight.</td>
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</tbody>
</table>
Lab Policies

- The SAP GUI is installed on the computers in the GER 309 lab. In the third week of class, ITP computer labs and hours will be posted at: [http://itp.usc.edu/labs/](http://itp.usc.edu/labs/)
- Lab assistants are not familiar with SAP, nor with class assignments, so please don’t expect them to be able to help answer questions regarding the projects.
- **Note**: Before logging off any lab computer, you must ensure that you have either emailed or saved your work on a flash drive which you created during your time in the lab. Any work saved to the computer will be erased each evening and after restarting the computer. The School of Engineering is not responsible for any work lost.

Lab Projects:

- After the 3rd day of class on Jan. 20th, each of you will be given an account on the SAP system and assigned a number for working on the projects.
- Projects will be available via the “Assignments” section of the class web site.
- It is your responsibility to turn in the lab projects by the deadlines indicated above (or otherwise stated) and verify that your assignment is in the class “assignment box”.
  - You are to only turn in the “Answer sheet” and “Summary” portion of the project write-up as one document.
  - You are to submit your “Answer sheet / Summary” document via the “Assignments” section of the class web site (from where you originally obtained the project write-up).
  - You are to verify that your document is in the class “assignment box” and to double-click on the file to open it up. If you can’t see or open your document, then neither can the grader!
  - **Failure to correctly submit projects will result in a 5% penalty.** This includes asking either the TA or myself to remove your submission so that you can submit another version of your answers.
- Answers to the projects will be posted on the class web page after the due date of the projects for your review.

Late Projects

- The “Assignments” section of the class web site “closes” after the due date and time and is replaced by the answer key.
  - You will no longer be able to submit your project and your project will be considered late.
- **No late projects will be accepted.** No excuses!! So, please turn in your projects before the due dates indicated above!
- Please note: **No late Midterm Project or SIM Game assignments will be accepted for credit either.**
Handling Project Questions (in order of steps to be taken)

1. Re-read the instructions carefully and view the Textbook Demo’s which I have placed on the class web site.
2. Review the “Discussion Board” section of the class web site’s forum for other students’ questions and comments or post a question yourself to begin the forum.
3. E-mail the class TA your question, being sure to be clear in your question and detailed in your explanation of the situation. Replies may take some time, since e-mail is really not an efficient method for working a “help desk”.
4. And, of course, you are always welcome and encouraged to stop by my office during my office hours or to contact me and arrange for an appointment.

Please note: I do not address “project problems” via e-mail. I am happy to discuss the problems with you in person, and guide you to solving them yourself during my office hours; but my e-mail address is not to be used as a simple “help desk”.

Simulation Game

- Student teams will be formed during the last third of the semester to play the ERP Simulation Game.
- Participation in the game is mandatory.
- Since the classroom is not equipped with computers, you will need to bring your own laptop to class during the days the game is played.

Examinations: Exams cover material from the reading assignments, lectures, and lab projects. The questions will be of the form: multiple choice, short answer, and short problem solving. The exams are all closed book and closed notes. The exams will include material presented up to the date of the exam. The “Final” exam will cover material presented after the midterm and include questions regarding the “simulation game”. The “Final” exam is not considered to be cumulative; however, knowledge and understanding of the material presented in the first half of the semester will be expected.

Midterm: Tuesday, Mar. 3, 9:30-10:50 a.m. in room to be announced
Final Exam: Tuesday, May 12, 8:00-10:00 a.m. in room to be announced

Note: No make-up exams will be offered nor will there be any changes made to the Final Exam schedule as established by the University.

Grading:

Grading will be on a straight scale (as opposed to a class curve/average).

Final grades will be based strictly upon the total percentage earned. No exceptions! Nor, will extra credit assignments be offered.

- 94% and above A
- 90% - 94% (not including 94%) A-
- 87% - 90% (not including 90%) B+
- 83% - 87% (not including 87%) B
- 80% - 83% (not including 83%) B-
- 77% - 80% (not including 80%) C+

etc.
Grades will be calculated by weighing the following work as described here:

- Reviews/Participation: 5%
- Average of Lab Projects Scores: 20%
- Midterm Exam: 15%
- Midterm Project: 10%
- Final Exam: 25%
- ERP Sim Game:
  - Sim Game Analysis 1: 2.5%
  - Sim Game Quiz: 7.5%
  - Game Performance: 5%
  - Sim Game Final Analysis: 5%
  - Peer Evaluation: 5%
- Total: 100%

**Students with Disabilities:**
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to your lab assistant) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m. - 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

**Student Conduct:**
Excerpt taken from SCampus Student Guidebook:

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent of an examination or other class work is unacceptable to the University. It is often difficult to distinguish between a culpable act and inadvertent behavior resulting from the nervous tension accompanying examinations. When the professor determines that a violation has occurred, appropriate action, as determined by the instructor, will be taken.

Although I encourage working together, all work claimed as yours must in fact be of your own effort. Students who plagiarize the work of other students or provide material for another student to copy, will receive zero points and will be referred to the Student Judicial Affairs and Community Standards (SJACS) board for further action. If SJACS determines the student violated the ethics codes, the student will receive an F in the course as suggested by the University. This is non-negotiable!!

The School of Engineering adheres to the University's policies and procedures governing academic integrity as described in SCampus. Students are expected to be aware of and to observe the academic integrity standards described in SCampus, and to expect those standards to be enforced in this course.

All students must read, understand, and abide by the University Student Conduct Code listed in SCampus, and available at:

http://www.usc.edu/student-affairs/SJACS/nonacademicreview.html
Additional excerpts taken from *SCampus Student Guidebook, 2012-13*:

§11.00 Behavior Violating University Standards and Appropriate Sanctions

“…individual work will be submitted [by the student], and [it’s the student’s] obligation both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own.”

§11.11 Plagiarism (Definition)

“The submission of material authored by another person but represented as the student’s own work, whether that material is paraphrased or copied in verbatim or near verbatim form.”

§11.14 Plagiarism (Definition continued)

“Obtaining for oneself or providing for another person a solution to homework a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.”

Any violation will be immediately reported to the Office of Student Judicial Affairs and Community Standards. The alleged violation will then be reviewed by the board. If the student is determined to be responsible for the violation, appropriate disciplinary action will be determined and then implemented by the University.