MISSION STATEMENT: The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

COURSE NUMBER AND TITLE: IS 805 Special Topics: TERP 10

CLASS MEETING TIME: 8:00 AM – 5:00 PM with a break for lunch MTWRF in CH 204, 193, and 320

PREREQUISITES: Graduate Standing and IS 883 ERP Configuration

INSTRUCTOR: Dr. Peggy L. Lane

OFFICE: CH 102
OFFICE HOURS: By appointment.

TELEPHONE NUMBER: (620) 341-5371
E-Mail: plane@emporia.edu

REQUIRED TEXTS:

Available from the Accounting and Information Systems Department Office.

COURSE DESCRIPTION:

The objective of this course is to prepare students to take the TERP 10 certification exam offered by SAP. Emphasis is placed on data needs and understanding complex organizational structures.

COURSE GOALS:

- Explain the organizational structures used in each business process.
- Identify the key master data which must be maintained to execute each business process.
- Discuss the ERP transactions required to complete each business process cycle.
- Identify the key integration points between the different business disciplines supporting each business process cycle.
SPECIAL FEATURES OF THE COURSE:

Students in the class may take the SAP TERP 10 course on May 18 in the morning. The cost of the exam is $290.00 payable directly to SAP for by the student before May 7 and noon on May 9. This is a three hour exam. This course will have a number of assignments – some computer based and some written; some will be individual work and some will require work to be completed by groups. All assignments will help prepare the student for the TERP 10 certification exam. All assignments will be due on the due date. Late assignments will be penalized at 10% per day (including weekends for those assignments that are electronically submitted.)

At least two forms of identification, including a government – issued photo identification, have to be shown to the test center personnel. Both forms of identification must contain your signature.

During the TERP 10 exam, students will not have online access to any resources and cannot bring anything at all into the exam (no papers, no cell phone, no backpacks, etc.)

If a student fails the TERP 10 exam, they have not failed the course; their grade will be based on the quiz grade they have accumulated during the course. If you wish to take the TERP 10 exam again, the cost is an additional $500 USD (price subject to change) to retake the exam each time. Each person may attempt an exam a maximum of three times per SAP release. University Alliances does not offer re-takes. The student will identify a test location / date on the sap.com website then will register directly.

For those who pass the exam, an “SAP Certified Associate” logo is available for your use.

COURSE EVALUATION PROCESS:

Basis of Assignment of Grades: The evaluation will be based upon total points obtained from examinations and any assigned projects and assignments.

The grading scale will consist of total points earned:

Passing the TERP 10 exam = A (proof of passing must be shown to the instructor at the end of the exam. The instructor does not receive a list of those who passed from SAP); otherwise,

- 90% - 100% of total points= A
- 80% - 89% of total points= B
- 70% - 79% of total points= C
- 60% - 69% of total points= D
- 00% - 59% of total points= F
Your grade will be determined by the percent of points accumulated from the following (this is subject to change):

2-3 quizzes 210

Makeup of regular scheduled exams will be allowed (time set by your instructor) only if the instructor is notified in advance of a student's absence and then only if the absence is considered excused. The SAP certification exam can ONLY be given on Friday, May 18 in the morning.

ATTENDANCE POLICY:

Attendance Requirements: Regular class attendance is crucial to the development of a student's knowledge and skills. Student evaluation is based upon both active class participation and upon completed projects, thus student evaluation will be affected by class attendance.

Students are expected to conduct themselves in a manner that produces the best learning environment for all. Electronic devices must be turned off. If needed for “on call or emergency contact” situations, they should be set to vibrate so that they will not interrupt the class. During exams and quizzes, any electronic devices that need to remain on will be left with the instructor.

WITHDRAWAL POLICY:

The instructor may initiate a withdrawal for excessive student absences. Students who decide to withdraw and receive an automatic "W" must complete the formal withdrawal procedure by (not sure – I need to check!). After that date, a student may not withdraw from the class nor may the instructor assign a "W".

ACADEMIC DISHONESTY:

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.) The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams and assessments are meant to be individual efforts and those that are not may be punished by failure (score of zero) on that assignment and referral to the appropriate University offices.

During the TERP 10 exam, students will not have online access to any resources and cannot bring anything at all into the exam (no papers, no cell phone, no backpacks, etc.)
DISABLED STUDENT POLICY:

Please contact the instructor immediately if (1) you have or think you have a disability or medical condition which may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class related activities or schedules, (2) you may require medical attention during class, or (3) you may need special emergency evacuation preparations of procedures. Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential. Contact the Office of Disability Services and Non-Traditional Student Programs at Room 211 S. Morse Hall, 620/341-6637 Voice, 620/341-6646 TTY, or via e-mail disabser@emporia.edu. Accommodations are provided on an individualized, as-needed basis after needs and circumstances have been evaluated.

COURSE TOPICS:

1. SAP ERP and SAP NetWeaver
2. ERP Basics
3. Financial Accounting
4. Management Accounting
5. Purchase to Pay Business Process
6. Material Planning Business Process
7. Manufacturing Business Process
8. Order to Cash Business Process
9. Inventory and Warehouse Management
10. Lifecycle Data Management
11. Enterprise Asset Management and customer Service
12. Program and Project Management
13. Human Capital Management
14. SAP NetWeaver BW

Final Exam: Friday, May 18 8:30 a.m. – 11:30 a.m. in CH 320

At least two forms of identification, including a government – issued photo identification, have to be shown to the test center personnel. Both forms of identification must contain your signature.

During the TERP 10 exam, students will not have online access to any resources and cannot bring anything at all into the exam (no papers, no cell phone, no backpacks, etc.)
Class Meeting Times and Locations:

May 7 - May 17  9:00 a.m. – 5:00 p.m. with a break for lunch CH 204 and 320

Friday, May 18  8:30 a.m. – 11:30 a.m. exam in CH 320