

MIS 5121 – Syllabus (Spring 2016)

Instructor Information	Edward Beaver Edward.Beaver@temple.edu		
Office Information	(609) 206-9783		
Office Hours	Following each Class, by appointment prior to class or via phone / email		
Classroom	Alter Hall room 602		

Course Title: Enterprise Resource Planning (ERP) Systems
Business Processes, Systems and Controls

Course Objectives

In this course you will be presented with the fundamentals of ERP Systems. You will learn:

- The basic business processes that ERP systems support
- How these processes are implemented with ERP systems and
- How to secure and control the processes and systems for the integrity, confidentiality, authenticity and reliability of information.

Topics include:

1. What are business processes
2. What is an ERP system and how it is used within organizations to support business processes
3. How do organizations control its business processes leveraging ERP
4. What fraud risks can exist in business processes and how can operational controls address them?
5. What are business process / operational controls?
6. What are different types of controls and pros and cons of each?
7. What are the differences between business application and process controls vs. General IT Controls?
8. How are business controls audited?
9. What are the fundamentals of ERP system security?
10. What are segregation of duties risks in ERP systems and how are they managed?
11. Is the organization assessing and managing its control environment?
12. What is Governance Risk & Compliance and its importance for ERP?

By examining how an organization can secure and control its ERP for an effective control environment, we understand the features and functions available for the integrity, confidentiality and reliability of information required for regulatory, operational and financial controls.

Grading

Item	Weight
Participation	25%
Case Studies	35%
Exams (3)	40%
Total	100%

Grading Scale			
94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Below 60	F

Due Dates

Each reading assignment and case study has a due date and time. Any submission made after the due date / time will result in a **grade penalty** unless arrangements for validated unusual or unforeseen situations have been made.

MIS 5121: ERP Systems - Syllabus

Participation

Much of your learning will occur as you prepare for and participate in discussions about the course content. The assignments, cases, and readings have been carefully chosen to bring the real world into class discussion while also illustrating fundamental concepts.

To encourage participation, 25% of the course grade is earned by preparing before class and discussing the topics in class. Evaluation is based on consistently demonstrating your engagement with the content. Assessment is based on what you contribute, not simply what you know.

1) Preparation before class

- a. **Reading Summary:** Prepare a one (1) page summary of the reading materials. Your summary will briefly address and summarize the following 3 items. Focus on quality and brevity. I may stop reading after the 2nd sentence for any response.
 - i. One specific point you took from the assigned reading (one or two sentences per reading).
 - ii. One question that you may likely ask your fellow classmates that facilitates discussion.
 - iii. One question still outstanding in your mind or you believe has not been adequately answered from prior readings and / or course work.

Reading assignment:

#	Text Book - Chapters	Due Date	Time
1	Auditing and GRC Automation in SAP - Chapters 1, 2, 3.1	January 24	11:59 PM
2	Auditing and GRC Automation in SAP - Chapters 9.1, 9.2, 9.3 and 12	January 31	11:59 PM
3	Auditing and GRC Automation in SAP - Chapter 10	February 7	11:59 PM
4	Auditing and GRCx Automation in SAP - Chapter 9.4	February 14	11:59 PM
5	Auditing and GRC Automation in SAP - Chapters 5.2 and 8	March 6	11:59 PM
6	Auditing and GRC Automation in SAP - Chapters 6.1 and 6.2	April 3	11:59 PM
7	Auditing and GRC Automation in SAP - Chapters 6.4 and 7	April 10	11:59 PM
8	Auditing and GRC Automation in SAP - Chapter 4.3	April 17	11:59 PM
9	The Road to Character - Chapters 1, 3, 5	April 24	11:59 PM

- b. **Real World Control Failure:** Each class will begin with a brief review of a real world scenario that represents a control failure in some organization and the ramifications of that failure.

Each student is responsible for finding a real world example and preparing a brief review using a PowerPoint (PPT) format will be provided for this purpose. The student is responsible for presenting this review at the beginning of a class (starting with class 7) based on an agreed sign-up schedule.

MIS 5121: ERP Systems - Syllabus

- 2) **Participation during class** – We will typically start each discussion with “opening” questions. I may ask for volunteers, or I may call on you. Students should be prepared to discuss the topics or assigned readings.

Participation criteria includes: attendance, punctuality, level of preparation, professionalism, asking questions, answering questions, discussing readings, discussing case studies, contributing to group activities and contributing to a positive learning environment. Recognizing that students sometimes have unavoidable conflicts, the participation is assessed on 12 weeks (two weeks less than the number of classes)

- 3) **Blog Posts** (URL below) – Periodically during the semester I will post ‘Q & A’ or ‘100 Second Reflection’ entries. Responses are not required but will support the participation portion of your grade.

<http://community.mis.temple.edu/mis5121beaver2016/>

Case Studies

1. **Exercises:** We will use a teaching SAP client instance to complete the following case exercises. The exercises require successful completion of transactions and analysis on a defined teaching SAP client instance.

The first 2 exercises must be completed and submitted individually. The last 3 will be completed and submitted by assigned small teams (2-3 people / team). The exercises must be completed by the defined deadline in the defined client instance. Note: remote access is possible outside the classroom.

#	Exercise	Due Date	Due Time
1	SAP ERP GBI (Global Bike Inc.) – Procure to Pay	February 4	11:59 PM
2	SAP ERP GBI (Global Bike Inc.) – Order to Cash	February 25	11:59 PM
3	SAP ERP GBI (Global Bike Inc.) – Journal Entries	March 17	11:59 PM
4	SAP ERP GBI (Global Bike Inc.) – SOD (Segregation of Duties)	March 31	11:59 PM

2. **Final:** This assignment will be completed and submitted by the same assigned small teams (2-3 people / team) from the team exercise assignments. More details will be presented in class but will require the team to create and audit an internal controls framework for a chosen area. A template will be provided. There will be some time allotted during the class sessions to work on your assigned case study. It is expected that you will email me your presentation no later than April 28, 2015 at 5:00 PM. **Late submissions for this deadline will result in no credit earned for this assignment**

Exams

There will be three (3) exams during the semester. Two exams will occur during class time and the final exam during Final Exam week. Together these exams are weighted 40% of your final grade

In general, the exams will not be cumulative but focused on the course materials since the beginning of last exam. However, some concepts highlighted in class as a ‘Core Principle’ or ‘This may be on the Final’ may appear on any of the exams.

All exams will consist of multiple-choice, fill in the blank and short answer questions

MIS 5121: ERP Systems - Syllabus

Readings	
Text Books	Auditing and GRC Automation in SAP by Chuprunov, Maxim. Published by Springer – Galileo Press, 2013 Chapters: 1 – 12 http://www.amazon.com/Auditing-GRC-Automation-Maxim-Chuprunov/dp/3642353010
	The Road to Character by Brooks, David. Published by Random House New York, 2015 Chapters 1, 3, 5, http://www.amazon.com/The-Road-Character-David-Brooks-ebook/dp/B00LYXV61Y
Case Study	SAP ERP GBI (Global Bike, Inc.)

Additional references	
ISACA	Concepts in Enterprise Resource Planning (Third Edition) by Monk, Ellen, Wagner, Bret. Published by Course Technology Cengage Learning, 2009
	Monitoring Internal Control Systems and IT: A Primer for Business Executives, Managers and Auditors on How to Embrace and Advance Best Practices , ISACA, 2010 (complimentary download for ISACA members: https://www.isaca.org/bookstore/Pages/default.aspx) Chapters 3 & 4
ASUG	Sharp Electronics' Advice for SAP BusinessObjects GRC 10 Projects , by Courtney Bjorlin, 2011, ASUG http://www.asugnews.com/2011/11/23/sharp-electronics%e2%80%99-advice-for-sap-businessobjects-grc-10-projects/

Schedule

See the Schedule tab in the class blog:

<http://community.mis.temple.edu/mis5121beaver2016/>

MIS 5121: ERP Systems - Syllabus

Additional Information

<p>Availability of Instructor</p>	<ul style="list-style-type: none"> ▪ Please feel free to contact me via e-mail with any issues related to this class. I will also be available at the end of each session. Please note that these discussions are to address questions/concerns but are NOT for helping students catch up on content they missed because they were absent. Note: I will respond promptly when contacted during the week and possibly Saturday. I do not respond on Sunday's. ▪ I am available to meet personally with you: <ul style="list-style-type: none"> ✓ Immediately after class ✓ By appointment face to face prior to class ✓ By appointment by phone
<p>Attendance Policy</p>	<ul style="list-style-type: none"> ▪ Class discussion is intended to be an integral part of the course. Therefore, full attendance is expected by every student. ▪ If you are absent from class, speak with your classmates to catch up on what you have missed.
<p>Class Etiquette</p>	<ul style="list-style-type: none"> ▪ Please be respectful of the class environment. ▪ Class starts promptly at the start time. Please make EVERY effort to be on time. ▪ Cell phones must be turned off and put away during class. ▪ Refrain from personal discussions during class. Please leave the room if you need to speak to another student for more than a few words. If a student cannot refrain from engaging in private conversation and this becomes a pattern, the students will be asked to leave the classroom to allow the remainder of the students to work.
<p>Exams</p>	<ul style="list-style-type: none"> ▪ There will be two exams during the semester. Make up exams will be considered only for validated unusual and unforeseen situations. ▪ No make-up is possible for the final exam.
<p>Appropriate use of Technology in the classroom</p>	<ul style="list-style-type: none"> ▪ Please turn off cell phones at the start of class. If you have an urgent, personal situation and may be receiving an important phone call during class, please let me know this at the beginning of class, sit near the door, and step out of the classroom if you need to take a call. ▪ Several of the case Exercises require successful completion of transactions and analysis on a defined teaching SAP client instance. These exercises must be completed by the defined deadline in the defined client instance. However, remote access is possible outside the classroom. ▪ Please bring your laptop or tablet to class. Except during Exams or quizzes, you are free to use them to take notes and augment the classroom experience.

Plagiarism, Academic Dishonesty and Citation Guidelines

If you use text, figures, and data in reports that was created by others you must identify the source and clearly differentiate your work from the material that you are referencing. If you fail to do so you are plagiarizing. There are many different acceptable formats that you can use to cite the work of others (see some of the resources below). The formats are not as important as the intent. You must clearly show the reader what is your work and what is a reference to somebody else's work.

Plagiarism is a serious offence and could lead to reduced or failing grades and/or expulsion from the university. The Temple University Student Code of Conduct specifically prohibits plagiarism (see <http://www.temple.edu/assistance/udc/coc.htm>).

The following excerpt defines plagiarism:

MIS 5121: ERP Systems - Syllabus

Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses — papers, examinations, homework exercises, laboratory reports, oral presentations — is expected to be the individual effort of the student presenting the work. There are many forms of plagiarism: repeating another person's sentence as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. All these forms of plagiarism are prohibited both by the traditional principles of academic honesty and by the regulations of Temple University. Our education and our research encourage us to explore and use the ideas of others, and as writers we will frequently want to use the ideas and even the words of others. It is perfectly acceptable to do so; but we must never submit someone else's work as if it were our own, rather we must give appropriate credit to the originator.

Source: Temple University Graduate Bulletin, 2000-2001. University Regulations, Other Policies, Academic Honesty. Available online at: <http://www.temple.edu/gradbulletin/>

For a more detailed description of plagiarism:

Princeton University Writing Center on Plagiarism:

- http://web.princeton.edu/sites/writing/Writing_Center/WCWritingRes.htm

How to successfully quote and reference material:

- University of Wisconsin Writers Handbook
- <http://www.wisc.edu/writing/Handbook/QuotingSources.html>

How to cite electronic sources:

- Electronic Reference Formats Recommended by the American Psychological Association
- <http://www.apastyle.org/electmedia.html>

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