

Corporate Control Systems and IT Skills

Code: MK3VITIM04G317-EN

ECTS Credit Points: 4

Evaluation: mid-semester grade

Year, Semester: 4th year, 1st semester

Its prerequisite(s): Engineering Informatics II.

Further courses are built on it: Yes/No

Number of teaching hours/week (lecture + practice): 0+2

Topics:

After completion of the course, students will be able to understand the major reasons to adopt ERP systems and navigate through the SAP user interface to work on business

processes and case studies on their own. Furthermore, this material serves as a reference for occasional users of SAP R/3 systems.

The course contains the following elements: the SAP R/3 systems main features and functions of user interface; the navigation in menus; the data searching; printing reports, finance and accounting practices.

Literature:

Compulsory:

- Mazzulo, J. – Wheatley, P. (2006): SAP R/3 for Everyone: Step-by-Step Instructions, Practical Advice, and Other Tips and Tricks for Working with SAP, Prentice Hall *

Recommended:

- Anderson, G. (2011): Teach Yourself SAP in 24 Hours, Fourth Edition, Sams publisher George Anderson.
- Narayanan, V. (2006): SAP R/3 FI Transactions. SAP R/3 FI Transactions.
- Nicholas G. Carr (2003): Does IT matter? Harvard Business Review.
- Schicht, G. – Schmieden, A. (1999): Flying Start with SAP R/3. Addison-Wesley-Longman Verlag GmbH, Germany.

Schedule

1st week Registration week	
2nd week: Practice: Determining the requirements of course	3rd week: Practice: Introduction to the ERP Systems, the history of SAP AG
4th week: Practice: SAP Business Processes	5th week: Practice: SAP Easy Access Screen, Navigation in the Menu
6th week: Practice: Favorites, User Profile Data	7th week: Practice: Basics of Reports, Screen Variants
8th week: 1st drawing week	
9th week: Practice: Layouts, Export Reports	10th week: Practice: Midterm Test A (50%)
11th week: Practice: Introduction to Asset Management	12th week: Practice: Asset Management: creating/changing/reporting Assets
13th week: Practice: Introduction to Material Management	14th week: Practice: Consultation, Midterm Test B (50%)

15th week: 2nd drawing week

Requirements

A, for a signature and grade:

Students have to take two midterm tests (A and B) during the semester. Failed tests can be rewritten as regulated by the Statutes of Examination and Teaching. Personal attendance is required.

The exam evaluated according to the following grading schedule:

0-50 % = fail (1); 51-60 % = pass (2); 61-70 % = satisfactory (3); 71-80 % = good (4); 81-100 % = excellent (5)