

Óbuda University Keleti Faculty of Business and Management										
GVMBP1KTNC		Business Processes applying SAP								
<b>Department:</b>	Institute of Business Management 1084 Budapest, Tavaszmező u. 17.						<b>ECTS:</b>	3		
<b>Training:</b>	Full-time		<b>Language:</b>		English		<b>Semester:</b>	2019/20/1		
<b>Training programme:</b>	Erasmus, Business and management, Technical Management, Trade and marketing, Business Informatics									
<b>Responsible professor for course:</b>	Dr. habil. Tick Andrea		<b>Professor:</b>		Dr. habil. Tick Andrea					
<b>Preliminaries:</b>	-									
<b>Number of classes (week/semester)</b>	Weekly	<b>Lecture:</b>	0	<b>Practice:</b>	0	<b>Laboratory:</b>	2	<b>Consultation:</b>	0	
<b>Obtaining the grade:</b>	Midterm grade, substitution (make up test) during the first 10 weekdays of the exam period.									
<b>Requirements for signature:</b>										
<b>Grade is made up of:</b>	<p>Preconditions of signature are the attendance at the seminars, valid test and submitted home assignment. Students are required to have a valid test. No turn up on the scheduled test is considered an invalid test and the student is not entitled to have a re-sit. In the test students are entitled to use handwritten notes on one A4-sized paper. No photocopies, photos or notebooks can be used. No cellphones, smartphones or any other smart device capable of taking pictures, or recording can be brought into the room during test writing. The use any unauthorized help during test writing is severely punished. Absence from test writing due to illness or other official occupancy can be certified once. Should this be the case, the student is entitled to have a make-up test. Students must submit the assignment announced during the course. Students will be assessed on the tests written.</p> <p>Grade in this course is based on total points/percentages of the test, and student's activity, creativity and preparation (i.e. the instructor also values the active/inactive participation in classes or the level of the homework). Each element will be assessed on a scale of 1 to 100% where the assessment bands are the following:</p> <p>Percentage (%) Assessment  0 - &lt;50 fail  51 - &lt;62 pass  63 - &lt;74 fair/satisfactory  75 - &lt;85 good  86 - 100 excellent/distinction</p> <p>Aspects of the final grade are the following:</p> <ul style="list-style-type: none"> <li>theoretical test result, practical task solution in SAP</li> <li>participation and attendance during the course (regarding the TVSZ (Study Rules and Regulations))</li> </ul>									
<b>Goal of the subject:</b>	The aim of the course is to explore businesses from a contingencialist point of view; relations to their environment along with their internal processes. The general characteristics, such as the work and power structures, business functions of organisations, questions of resource management from wider aspect, value creating processes and financial aspects of investment strategies and general operations are also discussed.									
<b>Requirements during the semester:</b>	<p>Students are required to attend all classes. (Active participations are required during the lessons). Absence from course units whose attendance is compulsory is acceptable up to 20 per cent of contact hours in those course units. Absence from over fifty percent of contact hours shall lead to that unit having to be redone to fulfil course unit requirements. Absence from over 20 percent but less than 50 percent of contact hours in a course unit shall lead to an obligation to make up for contact hours missed, the conditions of which shall be specified in the departmental Course Requirements Guide. The subsequent obtaining of an end-of-semester mark/mark for student participation and subsequent assessment following the receipt of a 'fail' mark is confined to two assessment days during the examination period. An unsuccessful retake shall entail the student's obligation to do that course unit again.</p> <p>Two written tests.</p>									
<b>Week</b>	<b>Topics (lecture)</b>									
1.	The role, functions and types of Corporate Management Systems, the history, development and significance of SAP									
2.	The role of SAP in SME, the SAP architecture, Netweaver, the innovations of and potentials in the S/4 HANA architecture									
3.	The business processes in SAP – the new concept of business processes and new business models in the digital world									
4.	The reengineered SAP modules									
5.	Master Data Management									
6.	Transaction Data Management									
7.	Written test 1									

8.	Supply Chain Management in SAP I.
9.	Supply Chain Management in SAP II.
10.	Sales and Distribution I.
11.	Sales and Distribution II.
12.	Finance and Accounting integration in business processes – documents in SAP
13.	Written test 2.
14.	Complex case study
<b>Week</b>	<b>Topics (practice)</b>
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	<b>Required literature</b>
1	SAP handbook
2	lecture slides and notes in Moodle LMS
3	
4	
	<b>Recommended literature</b>
1	<a href="http://help.sap.com/support.sap.com">http://help.sap.com/support.sap.com</a>
2	
3	
4	
<b>Quality assurance method:</b>	
	<b>Developed competencies</b>