

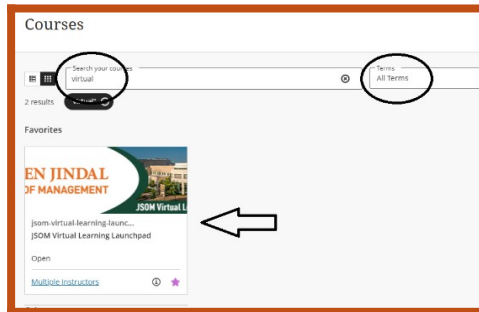


Course
Professor
Term
Meeting

ACCT 6338.0w1 – Accounting Systems Configuration and Visualization
Mary Beth Goodrich, MBA, CPA, CIA, CIPA, SAP Certified Associate
Spring 2026
Online - Asynchronous

Asynchronous Online Course Syllabus

This course is delivered as asynchronous. All lectures and demos are available on demand. Any synchronous sessions will be recorded. To access your course content, complete the [JSOM Virtual Learning Launchpad \(VLL\)](#) in eLearning. Follow the [VLL student video instructions](#) provided. The certificate must be completed each academic year and uploaded each semester for all synchronous / asynchronous courses (JSOM courses that have 0W#, 5W#, 5H#, SW#, SH#. FW# and FH# as the section). The **JSOM Virtual Learning Launchpad Certificate Submission** will be available once your course starts on January 20, 2026. If you completed it last semester, the certificate can be used from that semester..



Professor’s Contact Information:

Office Location	JSOM 4.220
Email Address	goodrich@utdallas.edu
Office Hours	Make an MS Booking with me (Wednesdays remote) or Thursdays 2:00pm – 4:00pm in person or on MS Teams
Office Phone	972-883-4775
Cell Phone	214-282-2156 (urgent or time sensitive)
Teaching Assistant	Sushanth R Prabhu
TA Hours	Tuesdays and Thursdays: 1:00pm – 4:00pm
TA Email	Srp230014@utdallas.edu

Note: *Office hours will be in person or on MS Teams (Bookings). Please contact professor or TA to arrange a time or call during typical office hours by email or through MS Teams.*

*Please download MS Teams to your computer and phone to best correspond with me. Add your picture to MS Teams, too.

***WhatSAP sessions: Some weeks, we may have a syllabus session or Test Review or either my TA or I will have a “live” 30-minute session to give an overview of the week and/or for people to pop in and ask questions in a live**

format. These sessions will be recorded. Time will be determined by instructor/TA availability. These will show up as an MS Teams Meeting and be announced in Announcements.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Knowledge of financial and cost accounting is essential as the course focuses on how to support the accounting needs of a company. Principles of accounting (ACCT 6201 / ACCT 6202 or ACCT 6305) or equivalent knowledge is required. You should also have a basic knowledge of information systems. Prior use of ERP systems / SAP / SAP S/4HANA / SAP Cloud Analytics / UiPath is not required. Prior configuration experience is not required.

Course Description

The main purpose of this course is to show how cloud-based systems are configured to meet the accounting needs of a business. A course such as ACCT 3322 – Integrated Accounting Information Systems (now named Accounting Transaction Processing and Control) is helpful to take before this course but is not required to be successful in this course. Basic navigation and accounting transaction processing will be reviewed briefly before configuration steps are taken.

As can be seen in recent changes to the CPA exam for 2024, knowledge of accounting information systems (AIS) is critical for any educated accountant or business professional. Modern accounting is an integration of accounting concepts and technology. Accounting is at the heart of cloud-based ERP (enterprise-wide resource planning) systems. This course will help students understand how accounting information systems, as part of enterprise systems, are configured to automate the capture, processing, and dissemination of accounting information to meet a company's needs. SAP is the #1 ERP software system delivering software to meet accounting and business needs in the worldwide marketplace. In this class we will be using SAP S/4 HANA or similar software to demonstrate and apply configuration and integration concepts. To demonstrate data visualization, we will be using SAP Analytics Cloud.

This course will cover configuration of SAP modules that are integrated with accounting – sales and distribution (SD), materials management (MM) and production planning (PP). The emphasis will be on SAP's modules related to financial and managerial accounting (known as FI/CO - Financial Accounting and Controlling) to include discussion and hands-on exercises utilizing the chart of accounts, general ledger, journal entries that occur “behind the scenes” as business processes information is entered into the system, reconciliation accounts and subsidiary ledgers, how a company configures and/or customizes an enterprise system such as SAP FI/CO, and ensures proper internal control exists.

Robotic process automation (RPA) will also be introduced. This is an exciting area of accounting systems. Learning about it now will give you an edge in your career, regardless of your focus area. Please see this [short video](#) to learn more.

Note for those planning to take the CPA exam:

This course is CPA Eligible for the TSBPA. If you are considering taking the Uniform CPA Exam through the State of Texas, please note that 30-credit hours of upper-level accounting courses are required to be eligible to sit for the exam and all of these credit hours can now be on-line courses, such as this one. Please note that up to 12 hours can be accounting systems related such as this course, as long as it is preapproved by the TSBPA. Please see the [Texas State Board of Public Accountancy website](#) for additional details about modifications to the exam for 2024 and beyond. As you will see, many of the changes relate to the increasing importance of automated accounting information systems and processes, yet another reason this is a great course for future CPAs and all business students.

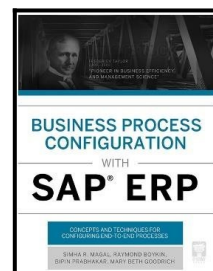
Student Learning Objectives/Outcomes

After is course, you should be able to:

- Define design thinking, system development lifecycles, SAP's specific SDLC, and how it is used to set up accounting systems.
- Describe accounting systems analysis and design in standard delivered cloud-based ERP packages including table settings, chart of accounts, automatic account assignment, integration of financial accounting and managerial accounting, and overall organizational structure, master data and business rules needed for financial transactions to take place.
- Explain the differences of configuration and customization and when each would be used in accounting system / ERP development.
- Explain modern practice in ERP development and what is next related to accounting systems and enterprise systems, such as data analytics, visualization and robotic process automation (RPA).
- Demonstrate accurate basic configuration steps required to ensure business processes are integrated with accounting FI/CO (Financial Accounting and Controlling) processes in the SAP S/4 HANA system in the following processes:
 - Purchase to Pay (P2P)
 - Order to Cash (O2C)
 - Production Planning and Execution (PP)
- Apply SAP Cloud Analytics to several business scenarios to visualize key accounting data.
- Examine coverage of topics from this course on the CPA exam and have example content to review for looking ahead to taking the CPA exam.

Required Textbooks and Materials

Business Process Configuration with SAP ERP, Magal, Boykin, Goodrich, & Prabhakar, Epistemy Press, 1st Edition, 2017, ISBN: 9780-99720-921-1. The cheapest alternative is to purchase online at the [Epistemy Press website](#).



SAP GUI and eLearning: A windows-based computer is strongly recommended for this course. To do RPA related work, a windows-based computer is required. Students can use the remote labs, come to campus or load parallel to complete RPA related work. Do not sign up for this course if you cannot get access to a window-based computer and you desire to do the optional RPA project or RPA homework assignment. These two assignments do not have to be done to successfully complete the course. To take the course, SAP GUI must be downloaded from eLearning to your own computer, or you must have access to use it from the computers in the UTD JSOM computer lab or remote labs.

Homework Exercises: SAP Exercises will be available from e-Learning in the course (MUST have for Homework).

Suggested Course Materials (Optional Only)

13419) SAP ERP Financials Configuration and Design, Naeem Arif and Sheikh Mohamad Tauseef, Galileo Press, 2nd Edition, 2011, ISBN: 978-1-59229-393-3. (On Reserve # 13419) (More detail on Financials Configuration)

- **Discover SAP ERP Financials**, by Patel, Manish, 1st Edition, 2008, ISBN-13: 978-1-59229-184-7 (good on SAP Theory of FI/CO Functional side / Transactions)
- **SAP ERP Financials and FICO**, Padhi, Jones & Bartlett, 1st Edition, 2011, ISBN: 9780-7637-8080-7 (Transactions and Configuration)
- **Sam's Teach Yourself SAP in 24 Hours**, by Missbach & Anderson, Sam's Publishing, 5th Edition, 2016, ISBN-13: 978-0672337406 or ISBN-10: 0672337401 (General SAP Overview)

If you find others you like, please let me know! I am always looking for good materials.

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](#).

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The AccessAbility Resource Center, and many others. Please see the [eLearning Current Students](#) webpage for more information.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Academic Calendar
TOPICS AND SCHEDULE

NOTE: All assignments are due at midnight on the date specified on eLearning and on this syllabus.

This course outline should serve as your guideline for where you should be in the completion of the materials for this course. All course information will be posted in eLearning, and it is your responsibility to keep up with the material and submit materials as requested by the time requested. Exams are based on the lectures, book, and discussion board. On-Demand Demos are optional to assist you with your hands-on homework.

Unit #	TOPICS TO DO	
Module 1 Graded Discussion Postings (1/20-2/27)		
Unit 1	Week 1 – 1/20 Week 2 – 1/26	<p>Please complete the Virtual Learning Launchpad and upload to the JSOM Virtual Learning Launchpad Certificate Submission assignment for the course materials to open!</p> <p>There will be an introduction to the course / syllabus review on Wednesday, 1/22 at 12:30pm – 1:00pm on MS Teams which will be recorded).</p> <p>LECTURES:</p> <ul style="list-style-type: none"> • Course Overview (Part 1 & 2) • Evolution of Accounting Systems (Part 1 & 2) • ASAP Methodology (Part 1 & 2) • Design Thinking (Part 1) <p>HANDS ON WORK:</p> <ul style="list-style-type: none"> • Homework #1 Part A: SAP General Navigation Demos • Tips to Complete Homework #1 and beyond • Complete Synchronous Sessions / Academic Integrity Quiz before course opens up <p>YOUR ACTIONS / DUE DATES:</p> <ul style="list-style-type: none"> • Watch Lectures / Demos ***Ensure SAP GUI is loaded - GET FROM -> SAP DOWNLOADS • Meet your SAPtastic Circle Member in MS Teams and introduce yourselves • Introduction due 1/30
Unit 2	Week 3 – 2/2 Week 4 – 2/9	<p>LECTURES:</p> <ul style="list-style-type: none"> • There will be a WhatSAP Meeting on Wednesdays at 12:00pm – 12:30pm to hear from the SAPtastic Circles and their team names and a rhyme or introduction of their teams (optional) • Global Bike Overview (Part 1 & Part 2) • GBI - Purchase to Pay (Theory Behind HW #1) (Part 1 & Part 2) • GBI - Order to Cash (Theory Behind HW #1) (Part 1) • BPC- Chapter 1 – Business Process Configuration (Part 1 – Part 3) <p>HANDS ON WORK: Homework: #1 Part B –</p> <ul style="list-style-type: none"> • Basic transactions in SAP – Demos Homework #1 • Global Bike Process Integration Part 2: P2P and Part 3: O2C Demos <p>YOUR ACTIONS / DUE DATES:</p> <ul style="list-style-type: none"> • HW # 1 Due 2/15 • Watch Lectures / Demos & READ: BPC- Chapter 1

Unit 3	Week 5 – 2/16	LECTURES: <ul style="list-style-type: none"> BPC- Chapter 2 – Financial Accounting (FI) Configuration (Part 1 – 8) HANDS ON WORK: <ul style="list-style-type: none"> Start HW #2 Financial Accounting Configuration & Demos YOUR ACTIONS / DUE DATES: <ul style="list-style-type: none"> Watch Lectures / Demos & READ: BPC- Chapter 2 Finish Part 1 Discussion Board Postings by 2/27
TEST #1	Week 6 – 2/23	TEST #1 – (on-line) – 1 hour – using Honorlock (2/28 – 3/2)
Module 2 Graded Discussion Postings (3/2 – 4/4)		
Unit 4	Week 7 – 3/2	LECTURES: <ul style="list-style-type: none"> BPC - Chapter 3 – Management Accounting (CO) Configuration (Part 1 – 7) HAND ON WORK: <ul style="list-style-type: none"> HW #2 (cont.) & HW # 3: Management Accounting Configuration & Demos YOUR ACTIONS / DUE DATES: <ul style="list-style-type: none"> Watch Lectures / Demos & READ: BPC – Chapter 3 HW # 2 FI Config Due 3/8
Unit 5	Week 8 – 3/9	LECTURES: <ul style="list-style-type: none"> BPC – Chapter 4 – Procurement (MM) Configuration (Part 1 – 9) Robotic Process Automation (Accountants meet RPA) (Part 1 & 2) HANDS ON WORK: <ul style="list-style-type: none"> HW #3 (cont.) and HW 4: Procurement Configuration & Demos YOUR ACTIONS / DUE DATES: <ul style="list-style-type: none"> Watch Lectures / Demos & READ: BPC – Chapter 4 HW#3 CO Config due 3/15
	Week 9 – 3/16	Spring Break (Catch Up Week)
Unit 6	Week 10 – 3/23	LECTURES: <ul style="list-style-type: none"> BPC – Chapter 5 – Fulfillment (SD) Configuration (Part 1 – 6) HANDS ON WORK: <ul style="list-style-type: none"> HW #4 (cont.) / HW #5 Fulfillment Configuration & Demos YOUR ACTIONS / DUE DATES: <ul style="list-style-type: none"> Watch Lectures / Demos & Read: BPC – Chapter 5 HW #4 MM Config Due 3/29 Finish Part 2 Postings by 4/3
Test #2	Week 11 – 3/30	Test #2 (on-line) – 1 hour – using Honorlock (4/4 – 4/6)
Module 3 Graded Discussion Postings (4/4– 5/9)		
Unit 7	Week 12 – 4/6	LECTURES: <ul style="list-style-type: none"> BPC - Chapter 6 – Production (PP) Configuration (Part 1 – 7) HANDS ON WORK:

		<ul style="list-style-type: none"> • HW#5 (cont.) / HW #6 Production Configuration & Demos <p>YOUR ACTIONS / DUE DATES:</p> <ul style="list-style-type: none"> • Watch Lectures / Demos & Read: BPC - Chapter 5 • HW #5 SD Config Due 4/12 •
Unit 8	<p>Week 13 – 4/13</p> <p>and</p> <p>Week 14 – 4/20</p>	<p>LECTURES:</p> <ul style="list-style-type: none"> • Data Analytics & SAP Analytics Cloud (Part 1 & 2) • CPA Exam Spotlight – what you can expect from this class on the CPA exam (2024 Version) – done on WHATSAP session <p>HANDS ON WORK:</p> <ul style="list-style-type: none"> • Complete remaining homework assignments or optional projects as needed. <p>YOUR ACTIONS / DUE DATES:</p> <ul style="list-style-type: none"> • Watch Lectures / Demos • HW #6 PP Config Due 4/19 • RPA Optional Project Due 4/26
Unit 9	<p>Week 15 – 4/27</p> <p>and</p> <p>Week 16 – 5/4</p>	<p>LECTURES:</p> <ul style="list-style-type: none"> • SAP ERP vs SAP S/4 HANA (Part 1 & 2) • Beyond This Course (Part 1 & 2) <p>YOUR ACTIONS / DUE DATES:</p> <ul style="list-style-type: none"> • Final WhatSAP session / AWARDS (if you can make it) • Watch Lectures • SAP Analytics Cloud Optional Project due 5/3 • Finish Part 3 Postings by 8/6 (earlier if you want to know your grade going into the final exam)
Final Exam	<p>Week 16 – 5/10 – 5/14</p>	<p>Cumulative Final Exam - On-line Exam (1 hour and 15 minutes) – using Honorlock (5/10 – 5/14)</p>

BPC – Business Process Configuration with SAP ERP

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

ACCT / MIS 6338 – Spring 2025
AKA SAPtastic Advanced Accounting Systems Integration and Configuration
w/Mary Beth Goodrich

Handy Dandy Dues
Print this Page if you Want to All Due Dates for Class
in One Place 😊

Tests (Honorlock, online) or Optional Projects (50% of grade) – 300 / 600 points	
Test #1 (100 points)	2/28 - 3/2 (takes 1 hour)
Test #2 (100 points)	4/4 – 4/6 (takes 1 hour)
Final Exam (Cumulative) (100 points)	5/10 – 5/14 (takes 1 hour 15 minutes)
Discussion Boards* (~8% of your grade) - 50 / 600 points	
Introductions (5 points)	January 30
Module 1 Postings (15 points)	January 20 – February 27
Module 2 Postings (15 points)	February 28 – April 3
Module 3 Postings (15 points)	April 4 – May 9
Homework (drop 1 lowest) each are 50 points (~42% of your grade) – 250 / 600 points	
#1 (50 points)	2/15
#2 (50 points)	3/8
#3(50 points)	3/15
#4 (50 points)	3/29
#5 (50 points)	4/12
#6 (50 points)	4/19
Optional Projects (each can replace a Test grade – can do either or both or neither)	
Optional Project #1 (100 points)	4/26
SAP Analytics Cloud Optional Project #2 (100 points)	5/3

***=Meet your SAPtastic Circles for the Introduction exercise. Module 1, 2 and 3 postings requires 3 on different days in the 3 timeframes (9 total).**

Please see the [UTD Testing Center](#) webpage and [Distance Learning Proctored Exams](#) webpage to make arrangements.

Exam Proctoring: an online remote proctoring tool will be available for fully online courses at the discretion of the professor. Fully online courses may use remote proctoring software for exams in which a webcam scan of the testing area and the recording of all activity during the exam is required.

Class Materials

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Participation

Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Note: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

Grading Policy

In this course, I expect that you read all book materials and course notes, listen to PowerPoint presentations / demos for the SAP exercises, complete all homework steps sequentially, and actively engage yourself in this course, such as posting responses to discussion postings, troubleshooting the system, and posting any questions that you may have that are general in nature.

Your active participation will have a direct impact on your success in this course. You will be tested on the knowledge you are gaining from textbooks and all methods of learning in eLearning. You need to have discipline to stay up with course work and what is expected. I look forward to getting to know you better. Please let me

know any comments or questions you have. Your positive approach to this course, as to life in general, will enable you to get the most out of the course. Here's to a great semester!

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor. **It is recommended to check into eLearning daily.**

Assignments

Posting of Introduction

Post your introduction in discussions. Include the following points below:

1. Last Name, First Name, Preferred Name (Nickname); UTD Degree Program (and concentration if any) and Expected Graduation Semester
2. College Degrees Earned; Years Earned; Name and Location of the Granting Institution(s)
3. Name of Current Employer; Position or Title; Number of Years or Months with Employer
4. A short statement of short- and long-term career objectives (What is your dream job?)
5. What do you expect out of this course? What topics look most interesting?
6. Your location and time zone (+ or – as related to CST (Central Standard time).
7. Something interesting about you.
8. Experience with accounting and business systems technology.
9. Rate yourself 1 to 5 (with 5 being worked with ERP systems for 5+ years and 1 being no exposure) and explain your rating.
10. SHARE YOUR LINKED-IN ACCOUNT: Post your LinkedIn Account link. If you do not have one, set it up. Personalize it for more impact! **
11. Your team's name for your "SAPtastic Circle"* and something interesting about each other person in your group. Connect with each of them on Linked-In and others from class! First (1st) team that has all students post their Introductions gets +2 bonus points, Second (2nd) team gets +1 bonus point. Introduce your teams in the second WhatSAP session. Student with the most connections with team members, post about that for bragging rights. ** **Questions 11 is worth 2 points of your introduction.

****SAPtastic Circles***

Each of you will be assigned to a team to meet a smaller subset of the course, collaborating on work in the course and to bounce ideas off each other. When you do your introductions, make sure you share the name of your team / group of students you will be working with and information about your SAPtastic Circle members.

Graded Module Postings

The Module postings relate to one of the three modules of the course. These serve as participation points and to create a learning community. We will be using the discussion board for troubleshooting the Homework Assignments and collaborating and discussing course content from the module and / or topics related to that part as follows:

- Module 1 Discussion Postings – 15 points (3+ postings on different days)
- Module 2 Discussion Postings – 15 points (3+ postings on different days)
- Module 3 Discussion Postings – 15 points (3+ postings on different days)

For each of the 3 modules, you must have at least 3 value added discussion postings regarding the material – your observations, questions posed to the class, responses to other students' questions, responses to my postings of questions, etc. on 3 different days. These must be posted during the time frames specified on the syllabus. If you successfully troubleshoot someone's HOMEWORK RELATED QUESTION, this will count for 2 postings. You will then only need one more. Each value-added posting will be worth 5 points. These must be posted during the time frames specified on the syllabus. NO LATE WORK WILL BE ACCEPTED FOR MODULE POSTINGS.

Part 1, Part 2 and Part 3 Grading Rubric is as follows:

No or Little Engagement	Some Engagement	Some to Sufficient Engagement	Excellent Engagement /Troubleshooting
No postings at all or one posting or several on the same days that are not very valuable, provides only a thank you to others, for example 0 – 4 points	One - two postings on different days that are value added, but another posting is not present or one posting with some value, but another is not provided or postings are all on one day. 5 - 10 points	Three more postings on different days show that student is active in the course with at least one being a reply to another person. 11 – 15 points	One excellent posting that assists someone with fully troubleshooting their work. This should include at least one other post on another day, too. 15 points

Homework Assignments

The homework assignments will be worth 250 points - 5 individual assignments at 50 points each. There will be 5 homework assignments counted of the 7 assignments provided and you drop the lowest 2 scores. You must complete all required parts of lab exercises, in sequential order and homework questions to receive full credit, even if you are not asked a specific question about something in the homework questions.

NOTE: Homework Assignments # 2 – 6 all rely on each other and completion sequentially. Homework 1 must be completed sequentially within that assignment but does not rely on other homework assignments.

Homework must be submitted through eLearning functionality BEFORE the assigned time. You will receive a zero (0) if an assignment is not turned in by the due date and time. If you wait until the last minute to upload these, eLearning will not accept your submission. With eLearning, you can always turn your homework in early if you need to, you can turn it in through eLearning email, regular e-mail, or faxing if you have problems. It is your responsibility to turn in your homework by the assigned time.

Homework you provide must be your own. If you do not complete an assignment (when validated in the SAP system) or if plagiarism is suspected, your work will be referred for academic dishonesty. Homework assignments are -25 points off if up to 1 day late, after that, they will receive a 0.

Assignment submission instructions

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). For additional information on how to submit assignments, view the [Submitting An Assignment video tutorial](#).

Please Note: Each assignment link will be deactivated after the assignment due time. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

Test #1 and Test #2/Final Exam

Test #1, Test #2 and the Final Exam will be on-line and will have 100 points. Questions can be multiple choice, matching, true/false questions or fill in the blank. These will be Open Notes (not open book or use of digital resources) using Honorlock. Test #1 and Test #2 will be 1 hour. You will have 1 hour and 15 minutes for the Final Exam. No backtracking is allowed on questions, just like how the TS410 Exam works for those seeking SAP Certified Associate designation.

Please see this link on how to take an on-line test and other resources: [eLearning Student Tutorials](#)

Please check announcements for additional details and the eLearning course for review sheets.

Please read the on-screen instructions carefully before you click “Begin Assessment”. After each exam is graded and released, the test grade will show up.

If you do not take the exam during the specified testing window, you will receive a 0 on the exam. If you have conflicts with the testing window, you need to let me know as soon as possible BEFORE the testing window closes.

TOTAL RECALL

With each module, will be “TOTAL RECALL” document(s) that you can use to test your knowledge on the topics presented. At various times of the lectures, these will be reviewed, and you can see how you are doing on the content being covered. You can download the blank copy of these and complete the answers and then check them at the end of the lecture modules to allow you to test your knowledge on the materials.

Course Policies

Make-up exams

Exam windows are firm. Please let the instructor know as soon as possible if you cannot take an exam during the exam window in ample time to arrange a make-up ahead of time. If you do not take an exam and did not make prior arrangements, you will receive a 0 (zero) on the exam.

Extra Credit

Generally, no extra credit work will be given. There may be a couple of “golden eggs” in the lectures or demos that will give a point or two here and there, but shhh make sure you keep these to yourself. The golden eggs will explain what you need to do to get the points.

AI Policy

Authorized Use:

- **SAP Troubleshooting:** You **MAY** use generative AI (ChatGPT, Copilot, Claude, etc.) to interpret cryptic SAP error messages (e.g., *"Table T001 not found"*) or to debug logic such as in your UiPath RPA projects or other projects that may be assigned.
- **Conceptual Tutor:** You may use AI to explain high-level concepts like "Design Thinking," "ASAP Methodology," or the difference between "Configuration vs. Customization."
- **Data Analytics:** You may use AI to assist with formula creation for the SAP Analytics Cloud optional project.
- **Exam Preparation:** You may use AI to help with creating study materials to study for the exam.
- **SAPtastic Circles:** You may use generative AI to create a team name or fun way to introduce members of your team for the introduction requirement.

Prohibited Use:

- **Exams (Strict Ban):** Exams use **Honorlock**. Any attempt to access an AI tool, browser extension, or second device during the exam is a violation of the "No Digital Resources" rule and will result in automatic referral to academic affairs. Google Chrome must be used for Exams and if another browser is used, will result in automatic referral to academic affairs.
- **Discussion Boards:** You **MAY NOT** use AI to generate your Module Discussion Postings. AI-generated text is easy to spot and fails the "Value Added" rubric requirement.

- **Fabrication:** You **MAY NOT** use AI to generate fake screenshots or data for your Homework assignments. You **MAY NOT** use AI to complete work in SAP, SAP Cloud Analytics, Coursera or for eLearning Assignments. These should be completed by you.
- **Assignments:** Specific assignments may have additional directions on the approved use of AI. If you are unsure, please reach out to your professor.

Late Work

Late discussion postings or homework assignments are not accepted in any circumstances. Please make a note of all deadlines to avoid losing points on these. You can turn in any assignments before the deadlines, to balance your workload and ensure meeting deadlines.

Special Assignments

There will be no special assignments. The optional projects serve as a flexible way to meet the course requirements.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in e-Learning to monitor student activity. Students are also required to participate in all class activities such as discussion board activities, chat or conference sessions and group projects.

Grading Information Weights / Grade Breakdown

	Points
Introductions (With SAPtastic Circles)	5
Graded Discussion Board Participation	
Part 1, 2 and 3 Module Discussion Postings (15 points each)	45
Homework	
5 Homework Assignments (50 points each) (Will have 6 assignments, will keep the highest 5)	250
Exams	
Exam #1 *	100
Exam #2 *	100
Final Exam *	100
TOTAL POINTS	600

*An optional project(s) can be completed and replace any of the exam grades, if desired. The top 3 grades will be recorded (completing an optional project can only help your grade).

Grading criteria using 600 points as the total amount of points:

Scaled Score (of total points)	Letter Equivalent
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100 – 90%	A
89 – 87%	B+
86.9 – 80%	B
79 – 77%	C+
76.9 – 70%	C
Below 70%	F

Grades of “-“ will be used in borderline situations using the above grading scale. In order to achieve a grade without a “-“ you will need to be in the above ranges. Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment task is released.

Grading Policy

Grades will be assessed according to the grading scale above.

Accessing Grades

Students can check their grades by clicking “My Grades” on the course menu after the grade for each assessment task is released.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Academic Support Resources

The information contained in the following link lists the University’s academic support resources for all students. Please go to [Academic Support Resources](#) webpage for these policies.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.