CONTENT

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty:

Course ID: ÚINF/ ZTSP/16	Course name: Essentials of the SAP Technology

Course type, scope and the method:
 Course type: Lecture / Practice
 Recommended course-load (hours):
 Per week: 0 / 2 **Per study period:** 0 / 28
 Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course:

Course level: I., N

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:
1. Enterprise information systems - enterprise architecture, processes, deployment of enterprise IS. Introduction to mySAP technology. SAP - benefits, distribution, components, modules, transactions, economic benefits of deployment in the organization.
2. SAP applications and components, overview of SAP solutions for large, medium and small businesses. SAP technology infrastructure (client / server architecture, transactions, client as a logically integrated organizational unit, job positions).
3. SAP basics and navigation - login, SAP screen elements, form design, system movement, use of standard keys and screen icons, transaction start, input fields, command shortcuts, Favorites tab, user-specific settings.
4. SAP basics and navigation - multiple modes, command shortcuts, searching and displaying data - variants, output format - changing and saving the layout, creating a report.
5. SAP basics and navigation - Business Workplace, report printing, report export to local file, system information.
6.-7. Individual work for practice.

Recommended literature:

Course language:

Notes:

Course assessment
 Total number of assessed students: 340

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96.76	1.18	2.06

Provides: Ing. Slávka Šimková, PhD., RNDr. Slavka Blichová

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Approved: