

# CONTENT

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## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice		
<b>Faculty:</b>		
<b>Course ID:</b> ÚINF/ ZSSP/16	<b>Course name:</b> Essentials of the SAP System for Users	
<b>Course type, scope and the method:</b> <b>Course type:</b> Lecture / Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 / 1 <b>Per study period:</b> 28 / 14 <b>Course method:</b> present		
<b>Number of ECTS credits:</b> 3		
<b>Recommended semester/trimester of the course:</b>		
<b>Course level:</b> I., N		
<b>Prerequisites:</b> ÚINF/ZTSP/16		
<b>Conditions for course completion:</b>		
<b>Learning outcomes:</b>		
<b>Brief outline of the course:</b> 1. Characteristics of modern systems, effective solutions for the management and operation of the institution, fundamental processes in the institution of government, support for the process from the system - the meaning and impact of SAP, processes and SAP modules, support in terms of functionality, technical and implementation, user roles and profiles in SAP, analysis of realized case studies of SAP deployment in the conditions of the company. 2. SAP ERP Financials (FI) - basic concepts of financial accounting, basic characteristics of FI. FI components. Principles and organizational elements of FI. Principle of documentation, accounting periods, FI master data (chart of accounts, accounting groups, general ledger (GL) accounts, account balances, control accounts). 3.-4. FI - general and secondary books, general ledger accounting, entering general ledger account documents, display of GL document, display / change of GL account items, display of account balances, cancellation of document - cancellation. 5. FI - withdrawal from the cashier to the bank account, posting the subsidy to the cashier, posting of the sent payment according to the bank statement. 6.-7. Individual work for practice.		
<b>Recommended literature:</b>		
<b>Course language:</b>		
<b>Notes:</b>		
<b>Course assessment</b> Total number of assessed students: 77		
abs	n	neabs
94.81	2.6	2.6
<b>Provides:</b> Ing. Slávka Šimková, PhD., RNDr. Slavka Blichová		
<b>Date of last modification:</b> 30.08.2021		

**Approved:**

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice		
<b>Faculty:</b>		
<b>Course ID:</b> ÚINF/ ZTSP/16	<b>Course name:</b> Essentials of the SAP Technology	
<b>Course type, scope and the method:</b> <b>Course type:</b> Lecture / Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 0 / 2 <b>Per study period:</b> 0 / 28 <b>Course method:</b> present		
<b>Number of ECTS credits:</b> 2		
<b>Recommended semester/trimester of the course:</b>		
<b>Course level:</b> I., N		
<b>Prerequisites:</b>		
<b>Conditions for course completion:</b>		
<b>Learning outcomes:</b>		
<b>Brief outline of the course:</b> 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.		
<b>Recommended literature:</b>		
<b>Course language:</b>		
<b>Notes:</b>		
<b>Course assessment</b> Total number of assessed students: 340		
abs	n	neabs
96.76	1.18	2.06
<b>Provides:</b> Ing. Slávka Šimková, PhD., RNDr. Slavka Blichová		
<b>Date of last modification:</b> 30.08.2021		

**Approved:**

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice		
<b>Faculty:</b>		
<b>Course ID:</b> ÚINF/ APSP/16	<b>Course name:</b> SAP Applications in Public Administration / a Company	
<b>Course type, scope and the method:</b> <b>Course type:</b> Lecture / Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 / 1 <b>Per study period:</b> 28 / 14 <b>Course method:</b> present		
<b>Number of ECTS credits:</b> 3		
<b>Recommended semester/trimester of the course:</b>		
<b>Course level:</b> N		
<b>Prerequisites:</b> ÚINF/ZSSP/16		
<b>Conditions for course completion:</b>		
<b>Learning outcomes:</b>		
<b>Brief outline of the course:</b> 1.-2. FI - vendor accounting - master data (creation, change, display, blocking / unblocking), accounting transactions - vendor invoice (document entry, display / change of items on the supplier's account, document cancellation), sending payment for the vendor invoice. 3.-4. FI - customer accounting - master data (creation, change, display, blocking / unblocking), accounting transactions - customer invoice (document entry, display / change of items on the customer's account, document cancellation), receipt of payment for customer invoice, customer credit memo, display balances, settlement of customer account items, reminders. 5. FI - project accounting - structured project plan, budget management - master data (financial items, financial centers, funds, functional areas and elements of program classification), budget program, establishment of SPP element, output reports to the budget. 6.-7. Individual work for practice.		
<b>Recommended literature:</b>		
<b>Course language:</b>		
<b>Notes:</b>		
<b>Course assessment</b> Total number of assessed students: 151		
abs	n	neabs
96.03	0.0	3.97
<b>Provides:</b> Ing. Slávka Šimková, PhD., RNDr. Miroslava Černegová, PhD.		
<b>Date of last modification:</b> 31.08.2021		
<b>Approved:</b>		

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> ÚINF/ PUSP/16	<b>Course name:</b> SAP for Advanced Users
<b>Course type, scope and the method:</b> <b>Course type:</b> Lecture / Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 / 1 <b>Per study period:</b> 28 / 14 <b>Course method:</b> present	
<b>Number of ECTS credits:</b> 3	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b> ÚINF/APSP/16	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b> 1.-2. FI - asset accounting - master data (asset class, depreciation area), asset transactions - current (acquisition, disposal) - creation / change / display / blocking / deletion of an asset card, display of asset values, calculation of depreciation, depreciation corrections, other transactions (transfers, credits, valuation, leasing, rental). 3.-4. MM (Material Management) - procurement process (order, material receipt, invoicing, payment, bank statement), inventory management, liquidation of incoming invoice (preliminary procurement of incoming invoice, document entry, document cancellation, document display, invoice overview), material (creation, change, view, list). 5. HR (Human Resources) - basic components (organizational management, personnel management), infotypes and subtypes of infotypes, personnel actions (only in the form of a sample) 6.-7. Individual work for practice.	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 141	
abs	n
99.29	0.71
<b>Provides:</b> Ing. Slávka Šimková, PhD., RNDr. Miroslava Černegová, PhD.	
<b>Date of last modification:</b> 31.08.2021	
<b>Approved:</b>	