

CONTENT

1. Essentials of the SAP Technology..... 2

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: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: I., N	
Prerequisites:	
Conditions for course completion: Conditions for the final evaluation: Final test (theoretical and practical) Conditions for successful completion of the course: 1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions. 2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.	
Learning outcomes: During teaching and especially in the final evaluation, the student demonstrates adequate mastery of the content standard of the course, which is defined by the course syllabus, and demonstrates mastery of the performance standard, within which the student has a basic overview of enterprise information systems, SAP system, overview of processes in the system, overview of roles and profiles in SAP, controls basic navigation in the system, can start a specific transaction, manages data search and display, running multiple modes, creating favorites, can customize output formats and can create reports.	
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: Company literature of SAP. Available on-line: < http://www.sap.com >		
Course language: slovak		
Notes: By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.		
Course assessment Total number of assessed students: 389		
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96.66	1.03	2.31
Provides: RNDr. Slavka Blichová, Bc. Martin Tomko		
Date of last modification: 21.11.2021		
Approved:		