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COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: ÚINF/ ZSSP/16	Course name: Essentials of the SAP System for Users
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course:	
Course level: I., N	
Prerequisites: ÚINF/ZTSP/16	
Conditions for course completion: Conditions for the final evaluation: Final test (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, in which the student has a basic overview of the meaning and impact of SAP, SAP processes and modules, basic concepts of financial accounting, FI components, the principle of documentation, can solve practical tasks in general ledger accounting - enter a document, display a document, display / change GL account items, can display account balances, can cancel a document, controls transactions to choose from cashier on the bank account, posting the subsidy to the cashier, posting the sent payment according to the bank statement.	
Brief outline of the course: 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.		
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: 100		
abs	n	neabs
96.0	2.0	2.0
Provides: RNDr. Slavka Blichová, Bc. Martin Tomko, RNDr. Jozef Sekerák, PhD.		
Date of last modification: 23.11.2021		
Approved:		

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		
abs	n	neabs
96.66	1.03	2.31
Provides: RNDr. Slavka Blichová, Bc. Martin Tomko		
Date of last modification: 21.11.2021		
Approved:		

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: ÚINF/ APSP/16	Course name: SAP Applications in Public Administration / a Company
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course:	
Course level: I., N	
Prerequisites: ÚINF/ZSSP/16	
Conditions for course completion: Conditions for the final evaluation: Final test (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 accounting of suppliers and customers - establishment / change / display / blocking / unblocking the supplier / customer and knows the accounting transactions related to the supplier / customer invoice, also knows how to solve practical tasks related to project accounting - structured project plan, budget management, budget program, establishment of the SPP element, budget output reports.	
Brief outline of the course: 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.	
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: 161		
abs	n	neabs
95.65	0.0	4.35
Provides: RNDr. Jozef Sekerák, PhD.		
Date of last modification: 21.11.2021		
Approved:		

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: ÚINF/ PUSP/16	Course name: SAP for Advanced Users
Course type, scope and the method: Course type: Lecture / Practice Recommended course-load (hours): Per week: 2 / 1 Per study period: 28 / 14 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course:	
Course level: I., N	
Prerequisites: ÚINF/APSP/16	
Conditions for course completion: Conditions for the final evaluation: Final test (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, in which the student has a basic overview of fixed asset accounting after completing the course. - creation / change / display / blocking / deletion of the IM card, calculation and correction of depreciation, controls the purchase process within the MM module - order, material receipt, invoicing, payment, bank statement, controls transactions related to inventory management, liquidation of incoming invoice and material , has a basic overview of the HR module.	
Brief outline of the course: 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.	
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: 152	
abs	n
99.34	0.66
Provides: RNDr. Jozef Sekerák, PhD.	
Date of last modification: 21.11.2021	
Approved:	