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Course Title: Business Process Modeling

Course Code:

Resource Person:

Department: **Information Systems**

**HSM Vision**

HSM envisions its success in the sustainable contribution that it will make to the industry, academia and research in public and private sector. HSM will lead by providing professionally competent and ethically conscious human resources engaged in the global and local context to foster socio-economic growth and sustainability for the society. HSM envisages having faculty with high research potential and a deep desire for cutting edge research including collaboration with national and international partners.

**HSM Mission**

Being a research-oriented and student-centric business school, we emphasize research publications in impact journals as well as state-of -the-art learning methodologies.  We will prepare our students to become the future ethical business leaders and the guiding post for the society, while equipping them with the knowledge and skills required by world-class professionals.  We will be the leading choice for organizations seeking highly talented human resource. HSM will foster internationalization with key stakeholders and actively work to exchange best practices with business schools across Pakistan through collaborations, workshops, conferences and other means.

**Program Objectives**

**Course Objective:**

Over the course life time you will have introduction of the most important aspects of the BPM processes. The course is built on the premise that every organization needs a sense of direction. Without that direction in the form of strategic and business plans, the organization has no foundation upon which to build process improvements. Strategic and business planning is the first step in achieving that increased level of readiness.

**Learning Objective:**

The aim of this this course will provide a step wise journey of the Business Process Modeling (BPM). The focus will not be on the tools but on how to use any tool effectively to aid in strategic and business planning. There will be introduction to the concepts and principles which guide the modeling of business processes and the implementation of in light of a strategic direction. Specifically, this course provides with tools and techniques which are utilized in the definition, analysis, development, and implementation of reengineered business processes to achieve organizational strategic and business goals. . Learning which steps should be taken to measure the sustainable activities of the company and how to measure it? Tool based Reporting frameworks in order to determine Sustainability issue with respect to BPM.

**Learning Outcomes:**

* Understand what BPM is and how it work
* Life Cycle of ERP Implementation
* Microsoft Dynamics E-Business Suit
* Different modules of Axapta ERP

**Teaching Methodology (List methodologies used –example are given below)**

* Lecture
* Interactive Classes
* Case based teaching
* Class activities
* Applied Projects
* Guest Speakers/Industrial visits

**STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK**

**Class Policy:-**

* Be On Time

You need to be at class at the assigned time. After 10 minutes past the assigned time, you will be marked absent.

* Mobile Policy

**TURN OFF YOUR MOBILE PHONE!** It is unprofessional to be texting or otherwise.

* Email Policy

**READ YOUR EMAILS!** You are responsible if you miss a deadline because you did not read your email.

Participants should regularly check their university emails accounts regularly and respond accordingly.

* Class Attendance Policy

A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings are absences and will not be counted as present. You have the opportunity to use 6 absences out of 30 classes. Participants with less than 80% of attendance in a course will be given grade ‘F’ (Fail) and will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip. Otherwise they could reach short attendance.

* Withdraw Policy

Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student.A Student withdrawing after the 12th week shall be automatically awarded “F” grade which shall count in the GPA.

* Moodle

UMT –LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. If you are facing any problem using moodle, visit <http://oit.umt.edu.pk/moodle>. For further query send your queries to [moodle@umt.edu.pk](mailto:moodle@umt.edu.pk)

* Harassment Policy

Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

* Use of Unfair Means/Honesty Policy

Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

* Plagiarism Policy  
    
  All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “Turnitin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat “Turnitin”, he/she will receive a second “F” that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.
* Communication of Results

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

**Course Outline**

Course code: Course title: Business Process Modeling

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| --- | --- |
| Program | Undergraduate BBA |
| Credit Hours | 3 |
| Duration | 15 Weeks |
| Prerequisites (If any) | N/A |
| Resource Person  Name and Email |  |
| Counseling Timing  (Room# 1N1 R#7 ) |  |
| Contact no. |  |
| Web Links:- (Face book, Linked In, Google Groups, Other platforms) |  |

**Chairman/Director Program signature………………………………….Date……………………..**

**Dean’s signature………………………… ………………….Date…………………………………………**

**Grade Evaluation Criteria**

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

**Marks Evaluation Marks in percentage**

Quizzes 15%

Assignments 15%

Mid Term 25%

Attendance & Class Participation 5%

Term Project and Presentation 40%

Total 100%

**Recommended Books:**

Enterprise Resource Planning by Alexis Leon

**Software**

Microsoft Project

Microsoft Dynamics Axapta and CRM

**Course: -** **Business Process Modeling Course code: Book:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Topics to be**  **covered in the course** | **Learning Objective**  **of this topic** | **Expected Outcomes from Students** | **Assessment Criteria** | **Teaching Method** | **Deadlines and Homework** |
| 1. | Introduction to BPM | Understanding of Enterprise Resource Planning(ERP) ,Need of ERP with in Enterprise, Available Technologies for ERP in Market, Advantages of ERP,  Reasons of ERP growth in Market. | What ERP is about, How ERP Systems evolved and what their future prospects are, The benefits for ERP, The reasons why organizations should implement ERP systems, Which is best ERP system for Enterprise | Lecture slides as well as case analysis using various perspective to establish the dimensions and scope of approach to strategic thinking | Assignment & Class Participation | Within a Week |
| 2. | BPR and BPM, Industries and sub sectors, Integration of Business Process with Department  Functional Dep. And Business Process | What is Business Process Reengineering (BPR)? , List of Industries and sub sectors?  Integration of Business Process with Department, Which are the Functional Dep. And their Business Process | Will understand best option to use for automation of Enterprise, Difference between ERP and other Automation Systems. | Lecture Slides,  Discussion | Assignment  Presentation | Within a Week |
| 3 | BI and Knowledge Management System, Flow charts and Diagram and System Analysis and Design | Will understand different ERP systems,, Share of different ERP’s in Market | Have Knowledge about SAP, Oracle R12, Microsoft Dynamics, JD Edward and others | Lecture Slides,  Discussion | Assignment  Presentation | Within a Week |
| 4. | Integration of B.P with information Technology  Controlling Information System and process Control | Introduction, Pre-evaluation, Project Planning Phase, Gape Analyses, Reengineering, Configuration | Have understanding for Implementation Life Cycle of ERP in Enterprise. | Lecture Slides,  Discussion | Assignment  Presentation | Within a Week |
| 5. | Supply Chain Processes (industry Specific) | In House implementation Pros & Cons,  Vendors, Customers, | Three major Players in an ERP are, and their Profile | Lecture Slides,  Discussion | Assignment  Presentation | Within a Week |
| 6. | Supply Chain Processes (industry Specific) Cont.… | What MS Dynamic Axapta  Module with Axapta,GP,Nav | Understanding with AX,GP,Nav | Lecture Slides,  Navigation | Assignment on Oracle R12 ERP | Within two Weeks |
| 7. | Marketing and Sale processes (industry Specific) | How Microsoft dynamics AX Financials applications automate and streamline all financial business processes for enterprise wide daily business intelligence that lets make more informed decisions | Understand Financial Modules GL, AP, AR, Cash and Bank | Case study  Lecture  Discussion | Assignment | Within two Weeks |
| 8. | Business Suit  Financial (2nd Session) | How Financials applications automate and streamline all financial business processes for enterprise wide daily business intelligence that lets make more informed decisions | Understand Financial Modules GL, AP, AR, Cash and Bank | Case study  Lecture  Discussion | Assignment | Mid Term |
| 9. | Supply Chain Management | The Supply Chain Management applications integrate and automate all key supply chain activities, from design, planning, and procurement to manufacturing and fulfillment. | Understand SCM module like Inventory , Purchasing, Order | Case study  Lecture  Book | Assignment on analysis and designing | Within a Week |
| 10 | HRMS | Process for automation of entire recruit-to-retire process Human Resources Management System family | Understanding of HRMS modules | Lecture | Assignment | Within two Weeks |
| 11. | Revision | Mid-term | Midterm preparation | Q/A session | None | Within two Weeks |
| 12. | Project Management | Learn full lifecycle of project management with a single, accurate view of all project-related | Understanding of PM, Project Accounting, Project Management | Case study  Lecture  Group Discussion | Assignment | Within two Weeks |
| 13 | MS CRM | The world's most complete customer relationship management (CRM) solution | Have knowledge about most powerful Oracle CRM Solution knows as Seibel. | Case study  Lecture  Reading Material | Assignment  Quiz | Within a Week |
| 14 | Guest Speaker | Guest from a specific industry will address the students and explain how business process work in real time | Students become aware of business processes | Case Study | Class discussion | Within a week |
| 15. | Revision | Final-term Revision and presentation | Final term preparation | Q/A session | None | Within a week |