The online ERP Graduate Certificate using SAP Software is a 16-credit hour program offered online through CMU Off-Campus Programs. In less than one year, you can obtain a solid overview of SAP as well as become TERP10 SAP ERP - Integration of Business Processes certified.

Students will receive applied training using SAP software, the most widely used enterprise system. SAP is the world’s largest business software company and delivers a comprehensive range of enterprise software applications and business solutions used globally by businesses of all sizes. SAP is used by over 38,000 firms in more than 120 countries.

Companies using SAP need employees trained to take full advantage of SAP’s considerable capabilities. This program will give graduates a valuable skill set that will help them add more value to their organizations and to distinguish themselves. These graduates will understand how SAP’s best practices will integrate their business processes across functional areas.

Program content
The accelerated program is composed of four, three-credit courses and the two-week, face-to-face, four-credit SAP Academy.

ERP courses using SAP Software
BIS 647 Enterprise Systems for Management using SAP Software
BIS 658 Configuration and Implementation for Global Systems using SAP Software
BIS 656 Business Intelligence using SAP BW
ACC 730 Configuration, Control and Implementation of Global Accounting Systems using GRC

SAP Academy - 4 credits, 2 weeks taught face-to-face

Note: SAP courses will be continuously revised to insure that the latest version of SAP material is being taught.

SAP Academy
TERP10 SAP ERP - Integration of Business Processes
This intensive 2-week SAP Academy gives students the value-added opportunity to pass an SAP examination that culminates in TERP10 SAP ERP - Integration of Business Processes certification and inclusion in an SAP database of certified practitioners. Because of the comprehensive nature of this material, this course is taught face-to-face at a selected site. This 2-week course is the only portion of the graduate certificate program that is not taught in an online format. Successful completion of the Academy is achieved by passing the SAP-administered test that is given at the end of the academy.

Students who do not pass the SAP Academy exam can retake the Academy at a later scheduled date or undertake a supervised project. Both of these options will require the student to re-register for a 4-credit hour MBA Project course at additional cost.
Admission Requirements
To be admitted to the program you must have earned a bachelor's degree from an accredited college or university with a cumulative grade point average (GPA) of 2.7 or higher on a 4.0 scale.

Prerequisite Requirements
Students should have some accounting knowledge. For MKT 555, students must have had STA 282 Introduction to Statistics. Students transferring in credit from another accredited university may use any introductory statistics course. Work experience may be considered and requires a detailed letter of evidence of skills used in the past and/or current work environments.

Online Delivery
Course work is delivered entirely online. The CMU Online approach employs interactive learning classes that include chat sessions, message boards, e-mails, and content enriched with Web technology.

Textbooks
All required textbooks and course materials are included in the tuition rate and will be shipped to your home or office.

Equipment/Technical Requirements
To run a diagnostic test on your computer to determine if you have the minimum system requirements to complete the online program, please go to www.cel.cmich.edu/system-check. The program will determine if your computer meets the equipment requirements and direct you to the appropriate sites or help desk if anything is lacking.

Transferring to the MBA program
If you decide to continue on and pursue your MBA degree, all 16 credits from the ERP Graduate Certificate using SAP Software can be transferred to CMU's Online MBA degree with an emphasis in ERP using SAP Software. You must meet the admission requirements for the degree and complete all courses within seven years.
The online ERP Graduate Certificate using SAP Software is offered in a format that enables you to balance the demands of work, school, family, and other obligations. However, our standards of quality and service have not changed. We hold our online programs to the same academic standards as our on-campus programs. We make our procedures and services fast and accessible so the time you spend with us is focused on studies, not on standing in lines, waiting on hold, or getting transferred from office to office.

Registration
Registration procedures are simple. You will be part of a cohort – a group of students following a set schedule of courses together from start to finish – and unless you notify us otherwise, you will be automatically registered in each subsequent course in the program.

Advising
Advising is key to your success in the program. The program cohort coordinator will serve as your liaison to campus and will be available to assist you throughout the completion of your program. You can reach your program cohort coordinator by e-mail and by phone.

Textbook Purchase
You don’t have to drive around town or stand in long lines at a bookstore to get your textbooks. All required textbooks and course materials are included in the tuition rate and will be shipped to your home or office.

Student Service Staff
Every CMU student is served by friendly, professional, experienced administrative staff. You will be provided timely, accurate information, quick and efficient answers to your questions, cheerful problem resolution – and friendly words of encouragement.

Library Service
The quality of our Off-Campus Library Services is ranked highest by our current students and graduates. Once you start your program, you’ll soon see why. Full-time librarians located on campus and in offices around the country are available to provide you with reference and referral assistance. Additional support staff and document delivery specialists work specifically to meet your needs as an off-campus student.

Access is easy and quick
You can use a toll-free number, fax, e-mail, or Web form to request reference assistance, book loans and copies of journal articles. Books and copies of journal articles are sent to you usually within 24 to 48 hours after your request is received. A growing number of full-text sources are also available on the Web, so you can print the information you need immediately from your own printer.

You get the best in the business
We’re very proud of the fact that CMU’s off-campus library program is the most comprehensive and sophisticated of its type. We invest more than one million dollars annually to keep it that way, because we believe that high quality, convenient library support is critical to delivering high quality, convenient academic programs to you.

Financial Aid
Many students like you are concerned about financing their education. We want to make the financial aid process as simple as possible for you. If you are interested in financial aid, the first step is to complete the FAFSA form to determine your eligibility by going to www.fafsa.ed.gov and include CMU’s school code of 002243.

Central Michigan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CMU is an AA/EO institution (see www.cmich.edu/aaeo).
BIS 647: Enterprise Systems for Management using SAP Software (8 weeks)
Examination of the application and management of business enterprise software using SAP. Issues include software deployment that supports transaction processing in the business supply chain.

BIS 656: Business Intelligence using SAP BW (8 weeks)
This course is a study of SAP Business Information Warehouse (BW) as a business intelligence solutions. It covers the building of an enterprise data warehouse and the use of advanced reporting and data analysis tools.

BIS 658: Configuration and Implementation for Global Systems using SAP Software (8 weeks)
Configuration issues, concepts, and application of enterprise software for global business organization integration.

ACC 730: Configuration, Control & Implementation of Global Accounting Systems using GRC (8 weeks)
Basic conceptual framework, design, implementation, and control of enterprise resource planning systems.

SAP Academy (2 weeks, face-to-face)
AACSB - International Accreditation

The College of Business Administration at CMU has been continuously accredited by AACSB-International, the Association to Advance Collegiate Schools of Business, since 1983. AACSB is the premiere accrediting body for colleges of business in the world.

For general information about AACSB Accreditation, please visit: www.aacsb.edu/accreditation

For a list of schools that have achieved AACSB Accreditation, please see: www.aacsb.edu/accreditation/AccreditedMembers.asp

Higher Learning Commission Accreditation

CMU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, one of six regional accrediting associations in the United States. The Higher Learning Commission is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA).
To apply
To get started in your graduate studies at CMU, apply online at www.cel.cmich.edu/apply. A $50 application fee in U.S. funds (check, money order, American Express, Discover, MasterCard or Visa) is required.

You must also include:
1. One official transcript from all colleges or universities you have attended. To make it easier, we have provided a transcript request form for you to duplicate and use as necessary.
2. A personal letter indicating rationale for taking the program, leadership experience, and goals

Please mail all additional materials to:
Central Michigan University
Off-Campus Programs
Attn: Application Manager
802 Industrial Drive
Mount Pleasant, MI 48858

Application Checklist
To make sure your application is complete, use the following checklist.

1. Access an application at www.cel.cmich.edu/apply. The application may be completed online or downloaded and mailed.
2. Include $50 application fee (U.S. funds)
3. Have official transcript(s) sent to CMU from all colleges or universities you have attended
4. Mail personal letter of intent

International students, please also include:
5. Photocopy of your VISA or permanent resident alien card, if you are not a U.S. citizen
6. TOEFL scores

Tuition and Fees
U.S. dollars
Graduate tuition...$1000 per credit*
Application fee.....$50
Graduation fee.....$50

*All books and materials are included in the tuition cost

All fees are set by the University Board of Trustees and are subject to change without notice. Fees are payable by check, money order, American Express, Discover, MasterCard or Visa. Tuition and fees will be billed using the CMU e-mail address you will be given upon acceptance to the program. Bills are paid via the Internet using our secure site.

For More Information:
Please contact:
Phone: Toll-free (877) 268-4636
E-mail: cmuoffcampus@cmich.edu
Web site: www.cel.cmich.edu/onlinemba/sap.
You can use this form as a convenient way to obtain the required transcripts from the undergraduate and graduate schools you’ve attended.

CMU must have one official transcript from each of those institutions to complete your admission to the university.

Remember, you must sign the request and include your Social Security number or student ID number, and the appropriate fee, or the school will not be able to process your request.

Undergraduate (bachelor’s degree) applicants only

If you are submitting transfer credit that is more than ten years old and taken at a college or university outside the State of Michigan, you must obtain course descriptions for these courses before transfer credit can be evaluated.

Registrar, please send transcript(s) to:

Central Michigan University
Attn: Transcript Department
802 Industrial Drive
Mt. Pleasant, MI 48858

Name ______________________________________ (Former name) ______________________________________

Address ____________________________________________________________________________________

Social Security or student ID number ___________________________________________________________

Phone ___________________________________ Date of birth _________________________________________

Graduated: [ ] No [ ] Yes Date _________________________________________________________________

Degree ____________________________________________________________________________________

Check enclosed for $ _________________________ Signature _______________________________________

Date ____________________________________________________________________________________