MGT 272 001, 002, 003, & 004 – Management Productivity Systems
Course Syllabus – Fall 2019

*Note: This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract, and it will be changed as necessary.

Instructor: GW Scott
Email: scottgw@sfasu.edu

Office: McGee Building, room 403JJ
Office Hours: M 11AM-noon, 1-2PM
T 8AM-noon, 1-5PM
W 11AM-noon & 1-3PM
F 11AM-noon
or by appt.

Office: 936-468-4147
Department: Management and Marketing

Class Times: M/W/F 8-11:00AM, 4-6:30PM
Dept. Office Phone: 936-468-4103

Online: Go to https://d2l.sfasu.edu for Brightspace by D2L access. Relevant announcements, course material and grades may be posted in Brightspace, but most will be made verbally in class. Final grades will be calculated using instructor’s spreadsheet. **DO NOT send email to Mr. Scott’s Brightspace email address. He will not see it.**

This course will also utilize the Skills Assessment Manager (SAM) from Cengage available at http://sam.cengage.com for software skill development. All work should be submitted through Brightspace or SAM as indicated. **DO NOT submit work to Mr. Scott’s email address unless it is part of an assignment.**

Description: Introduction to information system concepts encountered in various business disciplines. Emphasis on productivity software skills with focus on techniques for gathering business information as well as structuring, manipulating, and presenting data to support managerial decision making in a business environment.

Prerequisite(s): Eligibility for enrollment in a 100-level college math course.

REQUIRED MATERIALS FOR MGT 272:

- *Microsoft Office 365 and Excel 2016 with MIS 7*, Custom SFA textbook (sold as a package including access codes for online SAM and MindTap reader access)

Here’s the link to the MGT 272 Fall 2019 Microsite: [http://www.cengagebrain.com/course/3312386](http://www.cengagebrain.com/course/3312386)
SUGGESTED MATERIALS FOR MGT 272:

- USB Flash Memory Drive (64MB minimum)
- Laptop or Tablet PC using Microsoft Firefox browser. Microsoft Edge browser will not work with SAM and Google Chrome browser has problems with certain SAM functions.

REQUIRED SOFTWARE

- Microsoft Office 2016 for best results. Previous versions of Microsoft Office may be used, but pictures in the book may not match what is on the computer screen. You have an account with Microsoft Office 365 through your MySFA account providing you with online versions of Office software and 1TB of storage in OneDrive. You may not use Office Works.

- Windows Operating System for best results. Mac users will need to be proactive in online research and go through additional setup, see SAM User Manual for details, posted on Brightspace/D2L (includes screenshots on registration instructions).

Registration to SAM:

- Register here: http://sam.cengage.com/. Need to know: Institution Key (UH code) is T2046403
- Manually ‘Join’ the appropriate section (001, 002, 003, or 004). There is no auto enrollment like in Brightspace.
- Need to know:
  - Section name is MGT 272 001 Fall 19-Scott if you’re in the 8AM MWF class
  - Section name is MGT 272 002 Fall 19-Scott if you’re in the 9AM MWF class
  - Section name is MGT 272 003 Fall 19-Scott if you’re in the 10AM MWF class
  - Section name is MGT 272 004 Fall 19-Scott if you’re in the 4PM M class
- Set up your computer. Log in to SAM – Click on ‘Help’ in the top right corner – Click on ‘Check System Requirements’ – Go through every step required.
- Then click on the same Help button and select ‘Access SAM help videos’. This will open a Youtube tab in your browser, with several videos on how to use SAM successfully. Select ‘SAM How-to Videos for Students’ and feel free to watch all of them that interest you. Specifically, however, you must watch the following 3 videos:

  1. SAM: Getting Started for Students
  2. SAM: Completing a Project [3:55]
  3. SAM: Taking an Exam [2:09]
  4. SAM: Completing a Training [3:33]
  5. SAM: Accessing the Readings [1:37]

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp

**Student Learning Outcomes:**
Many courses taught in the College of Business including MGT 272 assume a prerequisite knowledge of basic word-processing and spreadsheet skills. The more advanced skills expanded during MGT 272 will be useful throughout the student’s educational experience as well as in a business environment. **When a student enters the course, he or she should already be able to:**
- Use a word processor to produce a document, using features such as bolding, underlining, indenting, centering, etc. to enhance the professional appearance of the document
- Create a presentation slideshow to highlight information with a professional appearance
- Build a spreadsheet to display numerical data, to compute using simple formulas and functions, and to present data graphically
- Send and read e-mail, send files as attachments to e-mail messages, search and retrieve information using the Internet

**Upon completion of this course,** the student should be able to:
- Demonstrate familiarity with organizational issues of Information Systems (security, networking, ethics).
- Describe how Information Systems can provide businesses with efficiencies and help create a competitive advantage
- Import manipulated data into word processing or presentation applications
- Perform basic functions related to spreadsheets including creating and formatting tables, charts, and templates
- Apply functions in formulas (statistical, financial, logical, and lookup) and analyze data with charts and what-if analysis tools
- Use advanced spreadsheet techniques (sorting, filtering, custom data formats, styles, and templates)
- Use Business Analytics tools in spreadsheet software: Pivot Tables, Pivot Charts, Reports, Data Analysis, Solver and Scenarios

**Student’s Responsibility & Time Requirements:** The student should come to class prepared to discuss the assigned readings. Attendance counts toward final grades. **Missed trainings cannot be reset without emailed requests to the instructor within 48 hours of the missed deadline.** Late projects will be discounted by a letter grade per day late. Students have significant weekly reading assignments and are required to submit two projects using Excel. They must also drill using the SAM software to do well on the three exams. These activities average at a
minimum 6 hours of work each week to prepare outside of classroom hours.

Grading:

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3) – SAM</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Trainings (10) – SAM</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Projects (2) – SAM and D2L</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes and attendance</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
<td><strong>1000</strong></td>
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</tbody>
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Notes:

1. **Exams** will consist of multiple choice and True/False questions from the MIS 7 text as well as some spreadsheet tasks covered in the course. These exams will be conducted in the online SAM environment, with a **time limit of 90 minutes** to complete the exam once you begin. Be sure to contact the professor immediately if you believe you will miss an exam. Make ups are ordinarily possible only if the absence is for a university excused absence and arrangements are made in advance (an exception is possible for absences due to emergency reasons). Once tests are released to the class, make ups will not be given. Exams are worth 100 points each, or 30% of your total grade.

2. The **trainings** consist of spreadsheet task-based activities. These are skill building exercises. Each training has unlimited time and attempts, and a varying number of tasks to complete. Trainings are based on the New Perspectives on Excel book. There are 10 trainings worth 20 points each for a total of 200 points, or 20% of your total grade. Trainings must be turned in by midnight on the date due. Late students have 48 hours to request a training to be reset. Trainings left unfinished after 48 hours will be counted as a 0.

3. There are two **projects**, each requiring you to work independently on an Excel case file which you will submit to SAM. The first project will require you to add your final Excel product to a Word document report and submit it to D2L. The second project will require you to add your final Excel product to a PowerPoint presentation submitted to D2L. The two cases are worth 150 points each for a total of 300 points, or 30% of your grade. Late projects will incur a 1-letter grade per day penalty.

4. Every student is encouraged to participate regularly in **discussions** on readings, assignments, presentations, and lectures. Students are especially encouraged to bring up current events that are relevant to the class. Look at the way technology is being used in your own life and in business. We need to help each other understand how it is changing our world!
5. **Attendance** is expected at all class meetings and **will make a difference in your grades.** Please do not confuse attendance with “participation.” Class begins on time and you need to be there. Late students lose half their daily attendance points **Students are requested not to come and go during class except for emergency reasons.** An absence or tardy may be "excused" only if it is for a university excused absence and arrangements are made in advance (an exception is possible for absences due to emergency reasons with valid proof shown).

6. **Academic Integrity** (4.1): Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating/plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Using a copy of any part of a SAM file will result in a project grade of 0.** You WILL be caught, so don’t do it.

7. **Students with Disabilities:**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

8. **Withheld Grades:** Semester Grades Policy (5.5): Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

9. **Student Conduct:** University Policy (10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy 10-4). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the
learning environment (including the online environment) may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.