Welcome to MGT272 fall 2019 face-to-face edition. This syllabus is in the Arial 14 point font with 1.0 spacing to improve readability for students that have visual disabilities. Due to the font size and spacing, the document appears to be longer than you would normally expect a syllabus to be.

This syllabus is your rule and guide to the semester. Read, follow, and understand the information and ask questions if you do not understand.

**Critical aspects of the syllabus have been highlighted in yellow.**

**Table of Contents**

SYLLABUS REVISION HISTORY ................................................................. 3

CONTACT INFORMATION ........................................................................ 4

   DISCLAIMER .......................................................................................... 4

   MISSION STATEMENT OF THE PROFESSOR ...................................... 5

   PROFESSORS PERSONAL MISSION CREST ....................................... 5

COURSE DESCRIPTION ........................................................................... 5

   PREREQUISITES .................................................................................. 5

   ADDITIONAL HOURS PER WEEK REQUIRED .................................... 5

REQUIRED TEXTBOOK AND MATERIALS ............................................... 6

   COURSE REQUIREMENTS ................................................................ 8

   SUGGESTED MATERIALS ................................................................. 8

   REQUIRED SOFTWARE ..................................................................... 9

SAM REGISTRATION ................................................................................ 10

ADDITIONAL COURSE REQUIREMENTS .............................................. 13

EXPECTATIONS ...................................................................................... 14

CLASSROOM MANAGEMENT AND EXPECTATIONS ............................. 14

MAKEUP POLICY (UNIVERSITY EXCUSED) .......................................... 15

PROGRAM LEARNING OUTCOMES ..................................................... 15

STUDENT LEARNING OUTCOMES ..................................................... 15

GRADING ............................................................................................... 16
FALL 2019 FINAL EXAMINATION SCHEDULE......................................................... 17

NOTES.................................................................................................................. 18

(01). EXAMS ........................................................................................................... 18
(02). TRAININGS. ................................................................................................. 18
(03). PROJECTS. .................................................................................................. 18
(04). PARTICIPATION. ........................................................................................ 18
(05). ATTENDANCE. ............................................................................................. 18
(06). ACADEMIC INTEGRITY ............................................................................. 19
(07). STUDENTS WITH DISABILITIES: ......................................................... 19
(08). WITHHELD GRADES: ............................................................................... 19
(09). STUDENT CONDUCT: .............................................................................. 20

ADDENDUM 01: NOTES .......................................................................................... 21
## Syllabus Revision History

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<td></td>
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<tr>
<td>002</td>
<td>August 24\textsuperscript{th} 2019</td>
<td>Slight</td>
<td>Slight changes. Added pictures of textbooks, cleaned up. Finalized</td>
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Contact Information
Classes: Face-To-Face MGT272 Section 005
Course Title: Management Productivity Systems
Instructor: Professor Michael Shane Allen
Professor Allen, Shane Allen, Mr. Allen, Dr. Allen
Email: The email within Brightspace will be used.
University Business Only: allenmicha@sfasu.edu
Department: Management and Marketing
Office: 229A McGee Business Building
My office is in Business Communications & Legal Studies Department on the 2nd floor.
Office Phone: 936-468-1727 (Only Answered/Checked During Office Hours)
Brightspace email is the primary method of contact.
Dept. Phone: 936-468-4103
Class Hours:

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Office Hours:

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</tr>
<tr>
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</tr>
<tr>
<td>THURSDAY</td>
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<td>02:00pm-04:00pm</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Other Days/Hours by Appointment</td>
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</tbody>
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Disclaimer
Any portion of this course is subject to change.
Mission Statement of the Professor
By the end of the semester, the student will know the essentials of information/computer systems, including a historical context, current methodology, as well as a look to the future. The student will obtain a solid foundation in the Microsoft Excel software product. This course will benefit you during your academic years by providing a foundation for understanding technology as well as the application and use of Microsoft Excel. I will do my best to guide you through management productivity systems and will be at all times honest, fair, beyond reproach, and due diligent.

Professors Personal Mission Crest

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

Prerequisites
Eligibility for enrollment in a 100-level college math course.

Additional Hours Per Week Required
Students should anticipate spending twelve hours per week for this three-hour course. During this additional time you will be:
(01). Reading textbook chapters.
(02). Completing online quizzes and exams.
(03). Working on SAM assignments
(04). Participating in discussions
Twelve hours is only a guide, and the actual hours required will differ between students and the course load of a particular week.

**Required Textbook and Materials**
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)
ISBN: 9781337925747
This is a link to the publisher’s site:
https://www.cengage.com/unlimited/subscribe

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Course Requirements

1. Brightspace and D2L are interchangeable wordings for the same software package.

2. Brightspace is used for many aspects of this course.

3. This course uses the online-based software 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. Work submitted to the professor's university or Brightspace email account will not be accepted.

4. Jonathan Gomez, Cengage Learning Consultant, will be in the classroom on Tuesday, September 3rd 2019 to assist students.

Suggested Materials

1. USB flash memory drive of with a minimum of 64mb

2. Laptop or tablet PC using MS Google Chrome browser. MS Edge browser will not work with SAM and Brightspace does not work well with MS Edge and MS Internet Explorer.

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Required Software

(01). MS Office 2016 is the standard.

(02). Prior versions of MS Office *may be used*. Disclaimer: There are important differences between older versions, and the software may not work the same as well as examples not matching up to the textbook.

(03). The university provides all students access to MS Office 365, which includes MS Word, Excel, etc. NOTE: These are not full desktop versions of the software. 1TB of online storage is provided on OneDrive.

(04). Office Works will not work.

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SAM Registration

(01). From the SAM hope page, [http://sam.cengage.com](http://sam.cengage.com), verify that your computer can run SAM.

(02). Register for SAM as a new user @ [http://sam.cengage.com](http://sam.cengage.com)

   a. Use your SFASU supplied email address as the username.

   example: [earpwytt@sfasu.edu](mailto:earpwytt@sfasu.edu) or [docholliday@jacks.sfasu.edu](mailto:docholliday@jacks.sfasu.edu)

   b. Institution Key (UH code) for SFASU is [T2046403](#)

   c. Join section 005

   d. Section name is MGT272.005 Fall 19-Allen (Fall 2019)
(03). Help is available.
(04). Scrolling down to SAM Video Resources
(05). You must view these three videos highlighted in blue:
   a. Getting Started for Students
   b. Completing a Training
   c. Taking a SAM Exam

*** CONTINUED ON NEXT PAGE ***
Additional Course Requirements

(01). Brightspace and D2L are interchangeable wordings for the same software package. Brightspace will be used.

(02). Brightspace is used for this course. You need to know Brightspace. The Ralph W. Steen Library provides training and support on the 2nd floor. SEE: https://www.sfaonline.info/supportandtutorials

(03). Brightspace will be used for the following items.
   A. Posting of grades
   B. News items
   C. Syllabus
   D. Emails (All email communications must be through Brightspace)
   E. Chats through Brightspace
Expectations
The ability to read, understand, comprehend, and follow written and verbal instructions or directions is important.

(01). Read the syllabus.
(02). Review the Brightspace offerings.
(03). Learn SAM.
(04). Read the textbooks.
(05). Ask questions if you do not understand. I am not a mind reader, and my crystal ball has a crack in it.

Classroom Management and Expectations
(01). Read the news in Brightspace twice daily. This is the primary vehicle of communication with the class.
(02). Check your Brightspace email often for private messages.
(03). Your attendance is required, mandated, and is expected. There is a 1:1 correlation between your final grade and attendance.
(04). Attendance bonus:
   F. Zero absences – 10 points
   G. One absence – 7 points
   H. Two absences – 5 points
(05). Attendance is recorded within Brightspace. It is your responsibility to verify that it is posted correctly.
(06). It is your responsibility to sign the attendance roster sheet each class period upon entering the classroom.
(07). If your signature is not on the roster sheet, then by default you did not attend the class, and no adjustments will be made.
(08). You are encouraged to not sign in for an absent student known as “buddy punching.” The signed roster will be occasionally audited during the class period.
(09). The following items have a direct influence on your final grade through the use of additional discretionary points that are “off the books” and not contained within the point structure which will be outlined in another section. Any discretionary points that are awarded by me on a student-by-student basis are not subject to discussion or review. Discretionary points are only added to the total points available, and points are never subtracted.
   a. Class starts and ends on time.
b. The class will span the entire time allotted.
c. Punctuality is important.
d. Do not sleep in class.
e. All electronic devices will be muted.
f. Participation is expected and encouraged.
g. Attendance is required and will be taken.

(10). If you are absent from class, it is your responsibility to obtain the lecture notes, and any other information presented. Please get to know your classmates and team members so that you may contact them for information.

**Makeup Policy (University Excused)**

Makeup exams will only be allowed if arranged before the date of the test. The student must provide documentation for the excused absence. It is the responsibility of any student-athletes, performers, etc. to provide me a list of university excused absences. Notes from any health clinic or provider will not be accepted as excused absences unless the note specifically states that the student is unable to attend class. Please see the SFASU policies and procedures for information regarding excused absences.

**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.

**Student Learning Outcomes**

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 wordprocessing 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.

Grading

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<th>ITEM</th>
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<tbody>
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<td>300</td>
</tr>
<tr>
<td>Trainings (10) – within SAM</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Projects (2) – SAM and Brightspace</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes and assignments (8) Brightspace</td>
<td>20%</td>
<td>200</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>100%</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

(01). This class is points based.
(02). The race is on to 1,000 points.
(03). Each exam, quiz, trainings, projects, etc. has an assigned value of points.
(04). Do not leave points on the table. Every point counts.
(05). All grades and points can be viewed at any time within Brightspace.

(06). You are required to check your grade and points often and notify me of any discrepancies.

(07). There will be no grade pleadings or corrections after Monday, December 2nd, 2019 @ 04:00 pm.

**Fall 2019 Final Examination Schedule**

http://www.sfasu.edu/registrar/194.asp
NOTES

(01). **Exams**  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 ninety 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 one-hundred points each, or 30% of your total grade.

(02). **Trainings.** 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. There are ten trainings worth twenty 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 forty-eight hours to request for a training to be reset. Trainings left unfinished after forty-eight hours will be counted as a zero.

(03). **Projects.** 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 Brightspace. The second project will require you to add your final Excel product to a PowerPoint presentation submitted to Brightspace. The two cases are worth 150 points each for a total of 300 points, or 30% of your grade.

(04). **Participation.** 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!

(05). **Attendance.** Attendance is expected at all class meetings and will make a difference in your grades. Please do not confuse attendance with “participation.” Your grade on the cases will be influenced by your participation in the discussion of each case presented in class. Class begins on time and you are requested to be there. Students are requested
to not 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).

(06). **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.

(07). **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/)

(08). **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.

(09). **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.
Addendum 01: Notes

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