SYLLABUS: MGT 272 – Management Productivity System
Section 500, Online
Fall 2019 – 3 credit hours

Instructor: Jamie N. Derrick
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Office: McGee Building, Room 403EE

Class Time: Online
Online Office Hours: Monday 8:00 – 9:00pm [Online only on Brightspace (D2L)]
Tuesday & Wednesday 9:30 – 11:00am [In office]
Available every day, including weekends, by email.

Online: Go to https://d2l.sfasu.edu for Brightspace (D2L) access. Relevant announcements, course material and grades will be posted in Brightspace.

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 my email address.

Course 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.

Student Requirements:
SFASU email account: In order to access mySFA for class email and communication.

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

Textbook: 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) Freund/Starks/Schmieder -Bundle: Custom SFASU MGMT 272 + SAM Excel 2016 Access (more detail below)
Free trial access expires: 14-day trial access expires on September 8 at 11:59 pm

Time Requirements: (3 credits; fully online) spans 15 weeks. The course contains extensive spreadsheet software instruction that includes the same information students in a face-to-face lecture course receive, requiring students to engage the online modules for at least three hours per week. Primary source readings are woven into the content to support key concepts or provide perspective on spreadsheet skills as well as information systems in a business context. In addition, students are required to complete quizzes/exams over the course content, and complete software project assignments that evaluate their ability to effectively utilize productivity software. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

Technology Requirements: Reliable high speed Internet access is required. Login through Brightspace (D2L) system at SFA (d2l.sfasu.edu). Desktop, laptop, and/or tablet. USB flash memory drive (64MB minimum).

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 set up, see SAM User Manual for details, posted on Brightspace (includes screenshots on registration instructions).

**Textbook & SAM Access:** 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) Freund/Starks/Schmieder -Bundle: Custom SFASU MGMT 272 + SAM Excel 2016 Access

Bundle can be purchased directly from the publisher with several different options, including a subscription if you know you have more than one course using Cengage products in a semester at http://www.cengagebrain.com/course/3312386

**ISBN:** 9780357106204

**Registration to SAM:**
1. Register here: http://sam.cengage.com/. Need to know: Institution Key (UH code) is T2046403
2. Manually ‘Join’ the appropriate section. There is no auto enrollment like in Brightspace.
3. Need to know: Section name is ‘MGT 272 Fall19-Derrick’
4. 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.
5. Then click on the same Help button and select ‘SAM video resources’. This will open a separate tab in your browser, with several videos on how to use SAM successfully. Feel free to watch all the videos that interest you. Specifically, however, you must watch the following 3 videos:
   - SAM: Getting Started for Students (3min)
   - SAM 2016: Completing a Project (6 min)
   - SAM 2013 Student: Taking a SAM Exam (5 min)

**SAM Student Registration Video:** https://play.vidyard.com/DEpux6iuK8jhz4ct69VMcj
**SAM Training Resources:** https://www.cengage.com/training/sam/

**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

Evaluation/Grading:

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<thead>
<tr>
<th></th>
<th>Weight</th>
<th>Points Possible</th>
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</thead>
<tbody>
<tr>
<td>Exams (3) - SAM</td>
<td>30%</td>
<td>100</td>
</tr>
<tr>
<td>Trainings (10) – SAM</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Projects (2) – SAM &amp; Brightspace</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes and assignments (8) – Brightspace</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Grading Scale:

A (900 and above)
B (800 - 899)
C (700 - 799)
D (600 - 699)
F (less than 600)

The grades you receive throughout the semester will determine your final grade in the course. I will not change the grade you earn. I do not give individual points, extra credit, or additional projects to increase one’s individual grade at any time. You earn points through quality work throughout the semester. If you keep up with the work and do your best throughout the semester, you will earn the points you need for the class.

Exams consist of multiple choice and True/False questions from the MIS 6 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.

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.

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.
There are various quizzes and assignments designed to help you prepare for the exams throughout the semester as listed on the Timeline. These are assigned well in advance, so late work will not be accepted for any reason. These are worth a total of 200 points, or 20% of your grade.

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!

Course Schedule: A tentative schedule will be distributed the first week of class. You are responsible for all information contained in the syllabus and for any changes in the syllabus or schedule, which will be communicated in class. The instructor reserves the right to make any necessary changes to the syllabus or schedule. This syllabus is provided to you as a guide for the class content and expectations this semester; it is not a contract, and is subject to change as necessary.

Acceptable Student Behavior: 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.

Email Communications with Instructor: For this course, the preferred communication method is via the Brightspace (D2L) email platform.

When emailing my @sfasu.edu account, students are required to include the course code, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGT 272 (Jamie Derrick) – Assignment 1 Question] Email communications that do not follow this format may not be responded to timely or at all.

Additionally, the body of each email should be written coherently with the question or issue described in a clear and thoughtful manner.

As the ability to communicate effectively in a professional manner is a core requirement for success in business, all communications with the instructor (including emails, phone calls, and face-to-face interactions) in and out of the classroom will be considered when determining each student’s attendance/participation grade.

Brightspace (D2L) Technical Support: For Brightspace technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to Brightspace), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using Brightspace, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.

Cengage (SAM & MindTap) Technical Support: Technical support for MindTap is available 24/7 with live chat at www.cengage.com/support, or M-R 8:30 a.m.-9:00 p.m. EST and Friday 8:30 a.m. - 6:00 p.m. EST at 800.354.9706.

Student Academic Dishonesty (University Policy 4.1): Abiding by university policy on academic integrity is a responsibility of all university faculty and students.
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 on any assignment or exam; (2) falsifying or inventing 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 one's own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

The exams in this class are tests of what you know, not what you can look up. Students are expected to not use any materials or online resources while taking the exams in this class. Possession or use of a test bank or an instructor’s manual or the attempt to possess any of these materials will be considered a violation of academic honesty. Students may not take pictures of, screenshot, or record in any way test questions or exams, with the one exception of taking a picture or screenshot of any error messages that occur for technical support. Please read the complete policy at [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf)

Course Grades (University Policy 5.5): At the discretion of the instructor of record and with the approval of the academic unit head, 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, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/5.5_course-grades.pdf](http://www.sfasu.edu/policies/5.5_course-grades.pdf)

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), Room 325 in the Human Services Building, 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/).

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 full Student Conduct Code at [http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf](http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf).) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and 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.