IMPORTANT: SFASU course numbering has changed. If you have already satisfactorily completed MGT272, then you need to drop this course. **It is your responsibility to verify that you have not already completed this course.** Repeating this course will in most circumstances not count towards your graduation.

NOTE: December 7\textsuperscript{th} thru the 10\textsuperscript{th} are class days for this course with new material being introduced. This week is also the traditional finals week for SFA. The final examination must be completed by no later than noon on Friday, December 11\textsuperscript{th}, 2020. See the December course calendar for more details.

Welcome to Management Productivity Systems for fall F2 2020. This syllabus is in the Arial 14 point font with 1.0 spacing to improve readability for students with visual disabilities. The font size accounts for the length of the syllabus.

The mantra of this course is “Validity, Reliability, and Testing” as it pertains to MS Excel results. An Excel workbook has no value if the information presented is not correct.

Stay updated with the news items, latest material, Q&A, FAQ, and scheduling changes through Brightspace. A discussion area has been created within Brightspace “Student Q&A and FAQ” and “Anonymous Post Area.” The SFASU website will provide you with information on university operations, procedures, and updates.  

http://www.sfasu.edu/life-at-sfa/health-safety/health-clinic/coronavirus

There is a roadmap for the fall 2020 semester when face-to-face classes are set to resume.  http://www.sfasu.edu/fall2020. Updated COVID-19 case counts can be viewed at http://www.sfasu.edu/fall2020/cases

Student success in this course depends on students not getting behind and asking questions.
If you are experiencing difficulties that are impacting your education, it is up to you to reach out to me as I can not read your mind, and my crystal ball has a crack in it.

Your priority is to obtain the textbook, as described in this document, and get registered for CENGAGE SAM, Skills Assessment Manager. Your second priority is to review this syllabus as there is a bonus quiz.

Familiarize yourself with Brightspace as everything in this course has been set up. Brightspace provides you with due dates.


Professor Shane Allen
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Syllabus Revision History

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Disclaimer
The syllabus and course information are subject to change.

Brightspace Email
Brightspace email is a closed-loop system. Emails sent to a Brightspace email account from outside of Brightspace are not delivered. Use only Brightspace email in this course.
Contact & Course Information

Class: MGMT-2372-504 Fall F2 2020
[formerly known as MGT 272]

Course Title: Management Productivity Systems

Location: Online

Time: Online / No Set Class Dates or Times

Instructor: Mr. Michael Shane Allen
Professor Allen, Shane Allen, Mr. Allen, Dr. Allen

Email: The email within Brightspace will be used.
allenmicha@d2l.sfasu.edu

The class will practice effective business communications. All
e-mails, phone calls, chats, Zoom sessions, etc. will be business
professional in writing, format, and demeanor. Your email will
be rejected if it is not business professional.
University Business Only: allenmicha@sfasu.edu

Department: Management & Marketing

Office: Virtual

Contact: Brightspace email, Discussion Area, and ZOOM

Office Hours F2 Fall 2020
Use the ZOOM Link for a virtual office meeting.

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Class Hours for Professor Allen

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- BUSI-2304 Business Communication
- BUSI-3310 Business Communication Technology
- MGMT-2372 Management Productivity Systems

Mission Statement of the Professor

By the end of the semester, the student will know the essentials of information and computer systems, including a historical context, current methodology, and 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 and the application and use of Microsoft Excel.

Upon graduation, a future employer will recognize the student’s ability to utilize and understand computer technology and MS Excel proficiency.

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 Textbooks and Resources
CENGAGE
Purchasing directly from CENGAGE is the easiest and least expensive method of obtaining the required course materials.

http://services.cengagebrain.com/course/site.html?id=4346729
You can select a free trial “Start My Free Trial” to get started.

CENGAGE Unlimited will include all of the required components of this course.
https://www.cengage.com/coursepages/SFAUnlimited

SFA Bookstores
Textbook: Microsoft Office 365 and Excel 2019 with MIS 9, Custom SFA textbook (sold as a package including access codes for online SAM and MindTap reader
The Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive – from Cengage

MIS 9th Edition Author: Bidgoli – from Cengage
SAM, Skills Assessment Manager. From CENGAGE.

This is a link to the publisher’s site:
https://www.cengage.com/unlimited/subscribe

Cengage Unlimited includes all three textbooks and SAM.

If you are asked for the institution key (UH Code) it is T2046403

• 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 Students: Getting Started (3min)
2. SAM Students: Completing a Training (6 min)
3. SAM Students: Taking a SAM Exam (5 min)
Required Software

(01). MS Office 365
(02). Excel 2019
(03). Prior versions of MS Office may not be used. You must use Excel 2019
(04). Laptop or desktop MS Windows 10 computer. Apple IOS computers can be used, but you may experience some difficulties. **Chromebooks generally will not work and are discouraged.**
(05). The university provides all students access to MS Office 365, including MS Word, Excel, PowerPoint, Outlook, and other software solutions. NOTE: These are not full desktop versions of the software. 1TB of online storage is provided on OneDrive.
(06). The university provides all students the ability to download full versions of MS Office to the desktop. From MYSFA:
(07). Apple IOS Excel is not the same as Microsoft based Excel. There will be differences between the operating systems and MS Excel versions. You are encouraged to use Microsoft WIN10 based computers.

**SAM Registration**

SAM has been set up so that it interfaces with and is accessed from within Brightspace. A Cengage representative will be available online early in the semester to assist students in registering for SAM and getting the linkage to establish correctly.
Additional Course Requirements

Brightspace

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

(02). Brightspace is used in this course.

(03). Grades, attendance, quizzes, Dropbox, news items, chats, and email will be used within Brightspace.

SAM

A. SAM, Skills Assessment Manager from Cengage, will be used for Excel training, projects, and exams.

Expectations

The ability to read, understand, comprehend, and follow written and verbal instructions or directions is essential.

(01). Read the syllabus.

(02). Read the Brightspace news items and email.

(03). Learn SAM.

(04). View the SAM how-to videos.

(05). Read the textbooks.

(06). All assignments have a due date and time. SAM and Dropbox will close at the due time. I do not reopen assignments.

(07). Do not start SAM assignments at the last minute. SAM occasionally has issues of locking out students or failing.

(08). Use a reliable internet connection if you can. Wired connections are the best. HotSpots have the most issues. Do the best you can given the circumstances.
Participation
There will be online discussions that every student is expected to participate.

Student Learning Outcomes
Many courses taught in the College of Business, including MGMT2372, assume a prerequisite knowledge of basic word processing and spreadsheet skills. The more advanced skills expanded during MGMT2372 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 Point Calculation

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This class is points-based.

The race is on to 1,000 points.

Each exam, quiz, training, projects, etc. has an assigned value of points.

Bonus points matter. There are sixty bonus point opportunities in this class. Bonus points can move grades. Do not leave points on the table. Every point counts.

All grades and points can be viewed at any time within Brightspace.

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

I do not curve semester grades. Bonus points negate the need for curving grades.

Exams will consist of multiple-choice and true-false questions from the MIS9 textbook and spreadsheet tasks covered in the course. These exams will be conducted in the online SAM environment, with a time limit. Be sure to contact the professor immediately if you believe you will miss an exam. Makeups 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, makeups will not be given. Exams are worth one-hundred points each, or 30% of your total grade. There will be an extended window of time to complete all the exams.

Excel Training

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.

Projects
- There are two SAM based projects utilizing the skills you have learned.
- There is a semester COVID19 semester capstone project that will demonstrate your proficiency with MS Excel.

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 give me a list of university excused absences. Notes from any health clinic or provider will not be accepted as excused absences unless the letter specifically states that the student is unable to attend class. Please see the SFASU policies and procedures for information regarding excused absences.

http://www.sfasu.edu/policies/class-attendance-6.7.pdf
Course Calendar

October 2020

**IMPORTANT: A Week starts on Monday and goes to Sunday** | QZ01-Syllabus Review Quiz | QZ02-Bonus Profile Picture | All SAM Trainings 01-10 are Open WK01:DY01 | All SAM Trainings have a Due Date | SAM Trainings are Never Reopened |
November 2020

**IMPORTANT: A Week starts on Monday and goes to Sunday**
December 2020

**IMPORTANT:** A Week starts on Monday and goes to Sunday** | SAM UNIT 3 Exam MUST be completed no later than NOON. Friday, December 11th, 2020 - NO LATE SUBMISSIONS ACCEPTED |
Fall F2 2020 Final Examination Schedule
The final examination for this course will be online through SAM with an extended period.

SFASU Policies and Procedures
The following items must be included in the syllabus per the direction of the Provost of SFASU.

Academic Integrity (A-9.1)
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 and 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/4.1-student-academic-dishonesty.pdf

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. For additional information, go to http://www.sfasu.edu/policies/course-grades-5.5.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), 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

Class Attendance
Students are expected to attend all classes, laboratories, and other class-related activities on a regular and punctual basis. Attendance policies will be stated in the course syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance will be maintained.

Absences
At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory. Students missing classes, other than for university-sponsored trips, should contact the Office of Student Rights and Responsibilities (OSRR) and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by OSRR. The notification is only provided as a courtesy to the student and the student’s instructor(s). If participating in university-sponsored events, announcements in mySFA may constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for
academic affairs an explanation of the absence, including the date, time, and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on mySFA.

Whether absences are excused or unexcused by the instructor, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. The timeline for completing makeup work will be determined by the instructor.

http://www.sfasu.edu/policies/class-attendance-6.7.pdf

**Required Information by SFASU and the State of Texas**

**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 in the Curriculum Management Handbook at

http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources

*** END OF SYLLABUS – LAST PAGE ***