Welcome to MGT272 spring 2020 edition. This syllabus is in the Arial 14 point font with 1.0 spacing to improve readability for students that have visual disabilities. The font size accounts for the length of the syllabus. The PDF syllabus is searchable, and you can click on a table of contents item to be taken to that topic.

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### Syllabus Revision History

<table>
<thead>
<tr>
<th>NUM</th>
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<th>DESCRIPTION</th>
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<tr>
<td>001</td>
<td>January 3rd, 2020</td>
<td>ShaneA</td>
<td>Created syllabus from fall 2019.</td>
</tr>
<tr>
<td>002</td>
<td>January 7th, 2020</td>
<td>Provost</td>
<td>Added Provost items</td>
</tr>
<tr>
<td>003</td>
<td>January 9th, 2020</td>
<td>Lindsey</td>
<td>Learning Outcomes updated</td>
</tr>
<tr>
<td>004</td>
<td>January 13th, 2020</td>
<td>ShaneA</td>
<td>Finalized</td>
</tr>
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Contact & Course Information

Class: MGT272 Section 004 Spring 2020
Course Title: Management Productivity Systems
Location: McGee 124
Time: 11:00 am – 12:15 pm Tuesday & Thursday
Instructor: Mr. Michael Shane Allen

Email: The email within Brightspace will be used. allenmicha@d2l.sfasu.edu
The class will practice effective business communications. All emails, 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: 229A McGee Business Building
2nd Floor in Business Communications & Legal Studies Dept.
Phone: 936-468-1727 (Only Answered/Checked During Office Hours)
Brightspace email is the primary method of contact.

Office Hours

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>09:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>01:00 pm – 02:00 pm</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>02:00 pm – 04:00 pm</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>09:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>04:00 pm – 05:00 pm</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>02:00 pm – 04:00 pm</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>By Appointment</td>
</tr>
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</table>

Other Hours by Appointment

Class Hours

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ROOM</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCM247.005</td>
<td>McGee 167</td>
<td>MON-WED</td>
<td>02:30 pm – 03:45 pm</td>
</tr>
<tr>
<td>BCM247.006</td>
<td>McGee 237</td>
<td>TUE-THUR</td>
<td>08:00 am – 09:15 am</td>
</tr>
<tr>
<td>MGT272.004</td>
<td>McGee 124</td>
<td>TUE-THUR</td>
<td>11:00 am – 12:15 pm</td>
</tr>
<tr>
<td>BCM247.501</td>
<td>ONLINE</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
<tr>
<td>GBU310.501</td>
<td>ONLINE</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>
Disclaimer
The syllabus and course information are subject to change.

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, 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.

Upon graduation, a future employer will recognize the student’s ability to utilize and understand computer technology as well as 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
(01). The Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive – from Cengage

![eBook: Shelly Cashman Series Microsoft Excel 2019 Comprehensive](image-url)
(02). MIS 9 – from Cengage

(03). 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.
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). 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.
(05). The university provides all students the ability to download full versions of MS Office to the desktop. From MYSFA:

(06). 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 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 on-site early in the semester to assist students in registering for SAM and getting the linkage to establish correctly. Do not register for SAM at this time.
Additional Course Requirements

Brightspace

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

(02). Brightspace is used in this course. You must know how to use Brightspace. The library provides information and support on the 2nd floor.

SEE: https://www.sfactl.com/

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

SAM

A. SAM will be used for trainings, 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). A university non-scheduled outage exceeding twelve hours is a bona fide reason for missing a deadline.

(08). Do not start SAM assignments at the last minute. SAM occasionally has issues of locking out students or failing. I can correct these issues during normal hours. I generally check my email in the evening.

(09). Use a reliable internet connection. Wired connections are the best. HotSpots have the most issues.
Attendance

(01). Your attendance is required, mandated, and expected. There is a 1:1 correlation between your final grade and presence.

(02). Attendance bonus:
   A. Zero absences – 10 points
   B. One absence – 7 points
   C. Two absences – 5 points

(03). Attendance is recorded within Brightspace. It is your responsibility to verify that it is posted correctly.

(04). It is your responsibility to sign the attendance roster sheet each class period upon entering the classroom.

(05). If your signature is not on the roster sheet, then by default, you did not attend the class, and no adjustments will be made.

(06). 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.

(07). 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. 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. The class starts and ends on time. Do not be late without a bonafide excuse. A bonafide reason would be having a flat tire or an accident. Please take a mobile phone picture as proof. Not being able to find a parking spot is not a legitimate excuse.
   a. The class will span the entire time allotted.
   b. Punctuality is important.
   c. Do not sleep in class.
   d. Sleeping in class or extensive use of mobile devices, not related to the course, may result in you being asked to leave the class and being marked as absent.
   e. All electronic devices will be muted.
(08). 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 group members so that you may contact them for information.

**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!

**Student Learning Outcomes**
Many courses taught in the College of Business, including MGT272, assume a prerequisite knowledge of basic word-processing and spreadsheet skills. The more advanced skills expanded during MGT272 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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>WEIGHT</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3) – within SAM</td>
<td>30%</td>
<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)</td>
<td>20%</td>
<td>200</td>
</tr>
<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.

<table>
<thead>
<tr>
<th>POINTS</th>
<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>900-1,000+</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>000-599</td>
<td>F</td>
</tr>
</tbody>
</table>

(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). I do not curve semester grades.
Exams
Exams will consist of multiple-choice and true-false questions from the MIS 9 textbook as well as 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. 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.

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.

Projects
There are two projects, each requiring you to work independently on an Excel case file that 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.

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

January 2020

**Note:** Please be in class and on time Thursday, January 23rd 2020 so that assistance can be provided in setting up your Cengage SAM. Bring your laptop or other device. **REMINDER:** All Assignments and LABS are due at 11:55 pm on the assigned date. The course calendar and schedule are subject to change.
February 2020

REMINDER: All Assignments and LABs are due at 11:55 pm on the assigned date. The course calendar and schedule are subject to change.
March 2020

REMINDER: All Assignments and LABS are due at 11:55 pm on the assigned date. The course calendar and schedule are subject to change.
### April 2020

<table>
<thead>
<tr>
<th>Sunday</th>
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<th>Tuesday</th>
<th>Wednesday</th>
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<td>30</td>
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<td>Monday:</td>
<td>WK12:</td>
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<td>DY22:</td>
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<td></td>
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<td></td>
<td></td>
<td>Discuss</td>
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<td>Read</td>
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<td>MISSCH12</td>
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<td></td>
<td>MISSCH32</td>
<td>MISSCH33</td>
<td></td>
</tr>
</tbody>
</table>

**April 2020**

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REMINDER: All Assignments and LABS are due at 11:55 pm on the assigned date. The course calendar and schedule are subject to change.
May 2020

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday
26  27  28  29  30  1  2

3  4  5  WK16:DY29
SAM EXAM03
10:45am-01:15pm
LAB DAY
6  7  8  9
10  11  12  13  14  15  16
17  18  19  20  21  22  23
24  25  26  27  28  29  30
31  1

FINAL EXAM NOTE: The final exam date and time are set by the University.
The policy of the the College of Business is that final examinations must be taken at
the appointed date and time. Any exceptions to the schedule must be approved in writing
by the Dean of the College of Business. Please contact the Dean's office regarding this.
The final examination schedule is at http://www.sfasu.edu/registrar/104.asp

GRADING DUE
## Spring 2020 Final Examination Schedule

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

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Week Day</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, May 4, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 a.m.</td>
<td>MWF</td>
<td>8 - 10:30 a.m.</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>MWF</td>
<td>10:45 a.m. - 1:15 p.m.</td>
</tr>
<tr>
<td>Noon</td>
<td>MWF or MW</td>
<td>1:30 - 4 p.m.</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>MWF or MW</td>
<td>4:15 - 6:45 p.m.</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>MWF or MW 5:30 p.m.</td>
<td>7 - 9:30 p.m.</td>
</tr>
<tr>
<td><strong>Tuesday, May 5, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 a.m.</td>
<td>TR</td>
<td>8 - 10:30 a.m.</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>TR</td>
<td>10:45 a.m. - 1:15 p.m.</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>TR</td>
<td>1:30 - 4 p.m.</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>TR</td>
<td>4:15 - 6:45 p.m.</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>TR</td>
<td>7 - 9:30 p.m.</td>
</tr>
<tr>
<td><strong>Wednesday, May 6, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 a.m.</td>
<td>MWF</td>
<td>8 - 10:30 a.m..</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>MWF</td>
<td>10:45 a.m. - 1:15 p.m.</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>MWF or MW</td>
<td>1:30 - 4 p.m.</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>MWF or MW</td>
<td>4:15 - 6:45 p.m.</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>MWF or MW 8:30 p.m.</td>
<td>7 - 9:30 p.m.</td>
</tr>
<tr>
<td><strong>Thursday, May 7, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>TR</td>
<td>8 - 10:30 a.m..</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>TR</td>
<td>10:45 a.m. - 1:15 p.m.</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>TR</td>
<td>1:30 - 4 p.m.</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>TR</td>
<td>4:15 - 6:45 p.m.</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>TR</td>
<td>7 - 9:30 p.m.</td>
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</table>
Friday, May 8, 2020

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Week Day</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 p.m.</td>
<td>MWF</td>
<td>8 - 10 a.m.</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>MWF or MW 2:30 p.m.</td>
<td>10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Conflicts</td>
<td></td>
<td>1:30 p.m. - 4 p.m.</td>
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<td>Conflicts</td>
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<td>4:15 - 6:45 p.m</td>
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<tr>
<td>6 p.m.</td>
<td>MWF</td>
<td>7 - 9:30 p.m.</td>
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</table>

For evening courses that meet only one day of the week, your exam time will be during your regularly scheduled class time.

**Final Exam Note**

The University sets the final exam date and time. The policy of the College of Business and the Department of Management & Marketing is that the final examination must be taken at the appointed date and time. Any exceptions to the schedule must be approved in writing by the Dean of the College of Business. Please contact the Dean's office regarding this.

The final exam is not optional. If you do not sit for the final exam, you will receive a zero on the exam.
Addendums
Addendum 01: Notes

01.

02.

03.

04.

05.
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 make-up 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 ***