MGMT 2372 – Management Productivity Systems
Course Syllabus – Fall 2021

*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
Office: McGee Building, Room 403P, or by Zoom
Email: scottgw@sfasu.edu
Office Hours: MW 11:00-Noon, 1:00-3:00, TR 9-11, or by appt. (Zoom meetings may be set up for these times, if requested.)
Phone: 936-468-4147
Class Times: MWF 8-9:00, 9-10:00, 10-11:00, M 4:00-6:30PM

Department: Management & Marketing Dept.
Department Office Phone: 936-468-4103

Online: Go to https://d2l.sfasu.edu for D2L/Brightspace access. Relevant announcements, course material and grades will be posted in D2L. Final grades will be calculated using instructor’s spreadsheet.

This course will also utilize the Skills Assessment Manager (SAM) from Cengage, available through D2L for software skill development. All work should be submitted through SAM as indicated. DO NOT submit work to Mr. Scott’s email address.

DO NOT send email to Mr. Scott’s D2L email address. He will NOT see them.

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 MGMT 2372:

You should buy the package called ‘LMS Integrated SAM 365 & Office 2019.’ The cost should be $120. If you see a package that costs significantly less, it is NOT the package you need. Only a software package from Cengage will work. Used software packages are not registered to you, and they will not work.

SUGGESTED MATERIALS FOR MGMT 2372:

• USB Flash Memory Drive (64MB minimum)
• Laptop or Desktop PC using Adobe Firefox or Google Chrome browser. Microsoft Edge browser will not work with SAM.

REQUIRED SOFTWARE

• Microsoft Office 2019 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 to avoid serious problems. Macbook Pro machines will NOT work on many assignments.

Registration to SAM using software from the SFA Bookstore:

• Institution Key(UH code) is T2046403
• Manually ‘Join’ the appropriate section. There is no auto enrollment like in D2L.
• Need to know: Section name – 8AM – 001, 9AM – 002, 10AM – 003, 4PM - 004

Helpful Videos in SAM:

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: Completing a Training (6 min)
2. SAM Students: Taking a SAM Exam (5 min)
3. SAM Students: Completing a SAM Project (4 min)

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 for the first 24 hours past the deadline, and not accepted after that time. 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.
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:
Many courses taught in the College of Business including MGMT 2372 assume a prerequisite knowledge of basic word-processing and spreadsheet skills. The more advanced skills expanded during MGMT 2372 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

Grading:

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<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Possible Points</th>
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<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>Attendance, discussions, and videos</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>1000</strong></td>
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Notes:

1. **Exams** will 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.

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 for 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.

4. Every student must 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. **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)
6. **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/)

7. **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.

8. **Student Conduct:** University Policy (10.4)
Classroom or online 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 Zoom 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.

9. **Covid-19:**
Students are asked to wear CDC-approved masks or face shields and practice social distancing. The best way to minimize your risk is to get vaccinated.
UNIVERSITY RESOURCES

Throughout the course of the term, you may find yourself in need of some type of support. Please take note and, if needed, use the resources below:

ACADEMIC ASSISTANCE RESOURCE CENTER (AARC) TUTORING SERVICES

The AARC is an award-winning program that provides free peer tutoring for many entry-level courses. Some services provided by the AARC that you may find of benefit include online resources (including the Online Writing Lab [OWL]), on-call tutoring at walk-in tables, 1:1 appointments, student instructor groups, and learning teams. For additional information, go to [http://sfasu.edu/aarc](http://sfasu.edu/aarc).

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve lifetime career success through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements. For additional information, go to [http://www.sfasu.edu/ccpd](http://www.sfasu.edu/ccpd).

COUNSELING SERVICES

Counseling Services assists SFA students in overcoming obstacles to their personal and academic goals through individual and group counseling for students and outreach, presentations, training, and consultation for the campus community. For additional information, go to [http://sfasu.edu/counselingservices](http://sfasu.edu/counselingservices).

COUNSELING CLINIC (HUMAN SERVICES)

The SFASU Counseling Clinic is a service provided by the Department of Human Services Counselor Education Programs. It is a training clinic in which services are provided by graduate students who are in the Practicum and Internship portion of their education. All services are supervised by fully licensed Counselor Education faculty. The Stephen F. Austin State University (SFASU) Counseling Clinic combines a therapeutic and community focus which offers a full continuum of counseling care. The service is geared to each person's needs. Client progress is based on the person's ability to move through counseling according to individual readiness. For additional information, go to [http://www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp).

COVID-19 SPECIFIC RESOURCES

For the most up-to-date information related to COVID-19, please reference the SFA COVID-19 webpage at [http://www.sfasu.edu/covid19](http://www.sfasu.edu/covid19).

CRISIS RESOURCES

Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741

DEAN OF STUDENTS OFFICE

The Dean of Students helps students when they are struggling, in-crisis, or just generally don’t know where to go. Students are encouraged to reach out when they need help with something on or off-campus and Dean of Students Office staff will assist them in navigating the issue or get them connected with the person or office that can help. Staff
help to promote The SFA Way in everything they do. For additional information, go to https://www.sfasu.edu/vpsa/85.asp.

**FINANCIAL LITERACY**

Student Financial Advisors are available to help you with your finances through one-on-one appointments, presentations, and workshops. Topics covered include budgeting, credit cards, debt management, insurance, identity theft, fraud prevention, investing, savings, retirement, banking, and paying for college. For additional information, go to http://www.sfasu.edu/studentaffairs/1691.asp.

**HEALTH CLINIC**

The Health Clinic offers a full range of medical services to enrolled or registered students. For additional information, go to http://www.sfasu.edu/studentaffairs/1691.asp.

**INVolVEMENT CENTER**

The SFA Involvement Center a one-stop shopping site for involvement on campus. The program is the center for student involvement on our campus, a distribution and receiving site for applications for any number of opportunities on campus and a place for involved students to meet, hang out and collaborate with other students. For additional information, go to http://www.sfasu.edu/studentaffairs/69.asp.

**NUTRITION COUNSELING (DINING SERVICES)**

Should you have a food allergy, specific dietary need, or simply want help learning more about healthy eating you are encouraged to meet with Dining Services’ Registered Dietitian. For additional information, go to https://dineoncampus.com/sfa/your-dietitian.

**RESEARCH AND INSTRUCTIONAL SERVICES (RIS)**

Develop research skills from hands-on and classroom experience with the Research and Instructional Services department. For additional information, go to https://library.sfasu.edu/services#/research?_k=hjbdvf.

**SEX- AND GENDER-BASED MISCONDUCT PREVENTION, SUPPORT, AND RESPONSE (LUMBERJACKS CARE)**

The university prohibits and will not tolerate sexual misconduct because such behavior violates the university’s institutional values, adversely impacts the university’s community interest, and interferes with the university’s mission. The university also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint or remediation. Once the university becomes aware of an incident of sexual misconduct, the university will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence and address its effects. To report an incident and/or seek support, go to https://www.sfasu.edu/lumberjacks-care/.

**SFA FOOD PANTRY**

The SFA Food Pantry exists to reduce food insecurity on the SFA campus. For additional information, go to http://sfasu.edu/studentaffairs/1319.asp.

**TECHNICAL SUPPORT**

**Brightspace by D2L Support:** https://www.sfactl.com/student-support; d2l@sfasu.edu; 936.468.1919
The Veterans Resource Center (VRC) provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize, and form relationships with others that can provide networks of support and access to veterans' resources provided by the university and outside agencies. For additional information, go to [http://sfasu.edu/vrc/](http://sfasu.edu/vrc/).