MGMT 2372.501 – MANAGEMENT PRODUCTIVITY SYSTEMS

COURSE SYLLABUS – SUMMERII – 2023

STEPHEN F. AUSTIN STATE UNIVERSITY
NELSON RUSCHE COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT & MARKETING

*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. This disclaimer also applies to the Course Timeline.

COURSE BASICS

Instructor: GW Scott
Office: McGee Building, Room 403P, or by Zoom
Office Hours: By Appt. (Zoom meetings may be set up for these times)
Email: scottgw@sfasu.edu
Phone: 936-468-4147

Class Times: ONLINE ONLY

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

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. The grades you see in D2L are NOT your final grades. They do not display all scores.

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. Use the sfasu email address above!

COURSE OBJECTIVES

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.

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.
ABOUT THIS COURSE

REQUIRED BOOKS/READINGS

You should buy the Cengage package called ‘LMS Integrated SAM 365 & Office 2019.’ The cost should be approximately $125. If you see a package that costs significantly less, it is NOT the package you need. Only a new software package from Cengage will work. Used software packages are not registered to you, and they will not work.

Cengage software access, which includes an e-book, is required for this course.

OTHER REQUIRED MATERIALS

• Laptop or Desktop PC using Adobe Firefox or Google Chrome browser. Microsoft Edge browser will not work with SAM.
• Apple MacBooks will not work with certain assignments. You will need to access a PC to complete those assignments.
• 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. HOWEVER, Office 365 DOES NOT WORK ON PROJECTS. You may not use Office Works.
• Mr. Scott does not diagnose Mac or PC problems. SFA’s computer support can help.

ASSIGNMENTS

All assignments for except for exams are due on Sunday night at midnight. Go to https://d2l.sfasu.edu for Brightspace (D2L) access. Relevant announcements, course material and grades will be posted in Brightspace (D2L).

BRIGHTSPACE (D2L) & ZOOM TECHNICAL SUPPORT

For Brightspace by D2L technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. https://www.sfactl.com/student-support If you call after regular business hours or on a weekend, please leave a voicemail.

GENERAL TECHNICAL SUPPORT

For general computer support (not related to Brightspace by D2L), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using Brightspace by D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.
Students have the opportunity to earn 1000 points in this course. Final grades for this course will be determined using the following scale:

A = 90-100% (900-1000 points)  
B = 80-89.9% (800-899.9 points)  
C = 70-79.9% (700-799.9 points)  
D = 60-69.9% (600-699.9 points)  
F = 59% and below (599.9 points or fewer points)

Grades are determined from a variety of assignments:

- Exams: 3 @ 100 points (300 points total)
- SAM Trainings: 10 @ 20 points (200 points total)
- Projects: 2 @ 150 points (300 points total)
- Discussions, Other Assignments, and Class Participation: (200 points total)

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, additional projects to increase one’s individual grade. 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.

Student’s Responsibility & Time Requirements: The student should be prepared to discuss the assigned readings, if assigned. Missed trainings cannot be reset without emailed requests to the instructor within 24 hours of the missed deadline. Late projects will be discounted by 50% for the first 24 hours past the deadline, and not accepted after that time. Students have significant weekly reading assignments, are expected to be ready to discuss the chapters as we cover them, and are required to submit two projects using Excel. They must also drill using the SAM software to do well on the three exams. During the REGULAR SEMESTER, these activities average at a minimum 6 hours of work each week to prepare outside of classroom hours. During Summer School, the time required will be significantly more.
EXTRA CREDIT OPPORTUNITIES

Extra credit opportunities are available at the instructor’s discretion.

UNIVERSITY POLICIES

ACADEMIC INTEGRITY (UNIVERSITY POLICY 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 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/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

If you cheat on an assignment, you will receive a grade of 0, be investigated by the Dean’s office, and be subject to other penalties, as determined by the university.

WITHHELD GRADES (UNIVERSITY 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.

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.

ACCESSIBILITY (UNIVERSITY POLICIES 6.1, 6.6)

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).
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.

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.

Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

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

COUNSELING CLINIC (HUMAN SERVICES)

Human Services Room 202 • 936-468-1041

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

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long 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.

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

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 (ARAMARK DINING SERVICES)**

Dining Services’ Dietitian provides nutrition counseling for students with allergies and special dietary needs as well as other nutrition related medical issues, weight concerns, exercise nutrition questions, and more. For additional information, go to https://sfasu.campusdish.com/HealthAndWellness/MeetOurDietitian.

**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.

**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.

**VETERAN’S RESOURCE CENTER**

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/.

**TECHNICAL SUPPORT**

Brightspace by D2L Support: https://www.sfactl.com/student-support; d2l@sfasu.edu; 936.468.1919
Technical Support Center/Help Desk: https://help.sfasu.edu; helpdesk@sfasu.edu; 936.468.4357