MGMT 2372 – MANAGEMENT PRODUCTIVITY SYSTEMS

COURSE SYLLABUS – SECTIONS 001, 002, AND 004

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 Tentative Course Schedule below.

COURSE BASICS

Instructor: GW Scott
Office: McGee Building, Room 403P, or by Zoom

Office Hours: Monday 1:30-2:30 PM
             Tuesday 9-11:00 AM, 1:00-3:00 PM
             Wednesday 2:00-4:00
             Thursday 9-11, 1-2
             or by appt. (Zoom meetings may be set up for these times, if requested.)

Email: scottgw@sfasu.edu
Phone: 936-468-4147

Class Times: MWF 9-10:00 AM, 10-11:00, M 4:00-6:30PM

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 actual grades. They do not display attendance or certain other 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.

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 around $135. 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 the PC’s in the library 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. 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)
- Attendance, Discussions 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, 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.

**Student’s Responsibility & Time Requirements:** The student should come to class prepared to discuss the assigned readings. Attendance counts toward final course grade. Missed trainings cannot be reset without emailed requests to the instructor within 48 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. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.
# EXTRA CREDIT OPPORTUNITIES

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

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## UNIVERSITY POLICIES

### ACADEMIC INTEGRITY (UNIVERSITY POLICY 4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

### 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.

UNIVERSITY RESOURCES

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