MGT 2372.500 – Management Productivity Systems
Course Syllabus – Spring 2024

*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 is subject to change as necessary.

Professor: Dr. Gina Harden
Email: hardengm@sfasu.edu
Phone: 936-468-4103
Office: 403H
Department: Management & Marketing

Office Hours: Tues 11:00AM-12:00PM & 1:00-2:00PM
Thur 11:00AM-12:00PM & 1:00-4:00PM
Or by appointment

Online Off Hrs: Wed 10:00 AM-2:00 PM

Location: This is an Online course

Online: Go to https://d2l.sfasu.edu for Brightspace Desire2Learn (D2L) access. Relevant announcements, course material and grades will be posted in D2L.

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

Course 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.

Course Contact Hours and Study Hours: (3 credits; fully online) spans 16 weeks. The course contains extensive spreadsheet software instruction that includes the same information students in a face-to-face lecture course receive, requiring students to engage with the online modules for at least 6 hours per week. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments. Primary source readings are woven into the content to support key concepts or provide perspective on spreadsheet skills as well as information systems in a business context. In addition, students are required to complete quizzes/exams over the course content, and complete software project assignments that evaluate their ability to effectively utilize productivity software.

REQUIRED MATERIALS FOR MGMT 2372:
This class requires the below-listed course materials available as part of the publisher’s Cengage Unlimited Subscription. This is especially useful if you know you have more than one course in a semester using Cengage products. Learn more by visiting cengage.com/unlimited.

Course Materials
Product Title: LMS Integrated SAM Office 365/2021 with MindTap Reader, 1-term Instant Access
ISBN: 9780357677483
Publisher: Cengage

Product to Purchase
Product Title: Cengage Unlimited - 4 months | Enables access to all Cengage online learning platforms such as SAM, MindTap, and WebAssign
ISBN: 9780357700006
Publisher: Cengage

- The materials will be accessible directly through publisher links in the D2L/Brightspace course
Visit https://startstrong.cengage.com/sam-brightspace-ia-no/ for step-by-step registration instructions on how to access your SAM class materials in D2L and view direct from the publisher purchase options

Need help? Chat with a support representative at support.cengage.com or visit techcheck.cengage.com to see if Cengage is experiencing technical difficulties.

SUGGESTED MATERIALS FOR MGMT 2372:

• USB Flash Memory Drive (64MB minimum)
• Laptop or Tablet (works best with Windows environment – Mac and Chrome users will face extra challenges)

REQUIRED SOFTWARE

• Microsoft Office 365 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 the latest online versions of Office software and 1TB of storage in OneDrive.

• Windows Operating System for best results. Mac users will need to be proactive in online research and go through additional set up. See SAM User Manual for details, posted on D2L (includes screenshots on registration instructions).

Registration to SAM:

• To register your SAM account, go to the ‘Cengage and SAM Links’ module in our D2L course.
• Watch the SAM Registration Video that is linked there.
• Click on the next link in the module, ‘SAM by Cengage - Direct Link’ and provide the requested information as described in the video above.
• Set up your computer. Click on ‘Settings’ in the top right corner of the SAM screen – Click on ‘Help, Notifications & Profile’ – Scroll to the bottom where the Help information is located and check your system requirements.
• Then select the ‘SAM video resources’ button. This will open a separate tab in your browser, with several videos on how to use SAM successfully. Feel free to watch all of them that interest you. Specifically, however, you must watch the following 3 videos:

  1. SAM Student: Completing a Training (3.5 min)
  2. SAM Student: Completing a Project (6 min)
  3. SAM 2019 Student: Taking a SAM Exam (5 min)

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

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 students enter the course, they 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3) – SAM</td>
<td>32%</td>
<td>300</td>
</tr>
<tr>
<td>Trainings (10) – SAM</td>
<td>21%</td>
<td>200</td>
</tr>
<tr>
<td>Projects (2) – SAM and D2L</td>
<td>32%</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes and assignments (4) – D2L</td>
<td>15%</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>950</strong></td>
</tr>
</tbody>
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Course Requirements:

1. **Exams** will consist of multiple choice and True/False questions from the *MIS 11* 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 32% 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 *Shelly Cashman Excel* book. There are 10 trainings worth 20 points each for a total of 200 points, or 21% of your total grade.

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 32% of your grade.

4. There are various quizzes and assignments designed to help you prepare for the exams throughout the semester as listed on the **Timeline**. These are assigned well in advance, so late work will not be accepted for any reason. These are worth a total of 150 points, or 15% of your grade.

5. Every student is encouraged to participate regularly in discussions on readings, assignments, videos, 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!

6. **Acceptable Student Behavior**
   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 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 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.

7. Letter grades will be assigned to final averages only. You must earn 855 points or more to earn an A, 760 points or more for a B, and 655 or more for a C, etc.

8. **Academic Integrity (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.

9. **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 promptly may delay your accommodations. For additional information, go to [https://www.sfasu.edu/disabilityservices/](https://www.sfasu.edu/disabilityservices/).

10. **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](http://www.sfasu.edu/policies/course-grades-5.5.pdf)

11. **Student Wellness and Well-Being**

   SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

   If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

   **On-campus Resources:**
   The Dean of Students Office (Rusk Building, 3rd floor lobby)
   www.sfasu.edu/deanofstudents
   936.468.7249
   dos@sfasu.edu

   SFA Human Services Counseling Clinic Human Services, Room 202
   www.sfasu.edu/humanservices/139.asp
   936.468.1041

   The Health and Wellness Hub “The Hub”
   Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

[www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
936.468.4008
[thehub@sfasu.edu](mailto:thehub@sfasu.edu)

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- [Crisis Text Line](https://www.crisistextline.org/): Text HELLO to 741-741