MGT 272.001 – Management Productivity Systems
Course Syllabus – Spring 2016

*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.

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Department: Management, Marketing & International Business

Office Hours: M/W 1:15 - 2:30; 3:45 - 5:00 PM
TUES 10:00 AM - 12:00 PM;
1:00 - 4:00 PM, or by appt

Class Time: Mon/Wed 11:00 AM – 12:15 PM
Location: BU 161

Online: Go to https://d2l.sfasu.edu for Desire2Learn access. Relevant announcements, course material and grades will be posted in D2L. Submit work electronically using D2L.

This course will also utilize the Skills Assessment Manager (SAM) from Cengage available at http://sam.cengage.com 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.

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 MGT 272:
- Management Productivity Systems, Custom SFA textbook (sold as a package including access codes for online SAM and MindTap reader access) ISBN: 9781337201988

SUGGESTED MATERIALS FOR MGT 272:
- USB Flash Memory Drive (64MB minimum)
- Laptop or Tablet

REQUIRED SOFTWARE
- Microsoft Office 2013 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, see SAM User Manual for details.

Registration to SAM:
- Register here: http://sam.cengage.com/. Need to know: Institution Key(UH code) is T2046403
- Manually ‘Join’ the appropriate section. There is no auto enrollment like in D2L.
- Need to know: Section name is ‘MGT 272.001-11AM-MW-Sp16-Harden’
- Set up your computer. Log in to SAM – Click on ‘Help’ in the top right corner – Click on ‘Check System Requirements’ – Go through every step required. Then click on Access SAM help videos
- Watch 3 videos:
  1. SAM Students: Getting Started (3min)
  2. SAM Students: Completing a Training (6 min)
  3. SAM Students: 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 at http://www.sfasu.edu/cob/ug-plo.asp

Student Learning Outcomes:

Many courses taught in the College of Business including MGT 272 assume a prerequisite knowledge of basic word-processing and spreadsheet skills. The more advanced skills expanded during MGT 272 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Possible Points</th>
</tr>
</thead>
<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>Quizzes and in-class assignments – D2L</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
<td>1000</td>
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</tbody>
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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.

3. There are two **projects**, each requiring you to work independently on Excel case files 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 and 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. You can earn 5 bonus points if you present your PowerPoint presentation to the class.

4. There will be various quizzes and in-class assignments throughout the semester assigned at random times. The in-class assignments cannot be made-up if you are absent on the day of the assignment. These are worth a total of 200 points, or 20% of your grade.

5. 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!

6. **Attendance** is expected at all class meetings and please do not confuse attendance with “participation.” Your grade on the cases will be influenced by your participation in the discussion of each case presented in class. Class begins at 11:00 AM. You are expected to be on time. **Students are requested to not come and go during class except for emergency reasons.** An absence or tardy may be "excused" only if it is for a university excused absence and arrangements are made in advance (an exception is possible for absences due to emergency reasons).

7. **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 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.

**Responsible use of technology:** Technology devices will often be utilized in class for class assignments, materials and activities. If your device is out, only class material is appropriate. However, when not in use specifically for class, they must be turned OFF and put away. Violations are subject to punishment under the University Student Conduct of Code. Let the professor know before class begins if you are expecting an emergency communication. Answering a cell phone, texting, listening to
music or using a device for matters unrelated to the course may be grounds for dismissal from class or other penalties.

8. Letter grades will be assigned to final averages only. You must earn 900 points or more to earn an A, 800 points or more for a B, and 700 or more for a C, etc.

**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)

**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/)

**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.