Syllabus

MGT 348-01, Management Systems

Department of Management & Organization
School of Business
Central Connecticut State University
New Britain, CT 06050
Winter 2020

Course Description from CCSU Catalog: MGT 348 Management Systems (3)
Pre-requisites: Grades of at least C- in MGT 295 and the 8 pre-major courses, junior standing, and meeting upper-division Business School GPA requirements.

Provides an understanding of the complex sociotechnical systems in organizations. Examines the relationship between technology and social systems by applying general systems theory. Emphasizes the relationship of machines, work processes, and methods to organization structure and human relationships. Alternative strategies for managing change and innovation will be explored.

Course Objectives: At the conclusion of this course, a student will be able to:

- Plan to develop a computer-based system for business process.
- Design a computer-based system for efficient business process.
- Build a computer-based system for efficient business process.
- Implement a computer-based system for efficient business process.
- Develop a spreadsheet model for effective business decision-making.
- Build a relation data model for efficiency business process.
- Create a computer-based database system for efficient business process.
- Manipulate a database with structured query language.

CCSU School of Business Assurance of Learning (AOL) Goals:

- Critical thinking skills
- Ethics and social responsibility
- Team player
- Communication skills
Required Textbook:

- We will use a smart textbook titled "Excel & Access for Management Systems" for this course.
- Students will be able to purchase access to the course by clicking the link below: https://app.myeductor.com/s/1zFe3CNIj01/
- The smart textbook costs $69.99 and offers lifetime access to the students.

Instructor:  Professor C. Christopher Lee, Ph.D., MBA
Office: RVAC 434 (Vance Academic Center, Room 434)
E-mail: christopher.lee@ccsu.edu
Office: (860) 832-3288

Office Hours: Monday to Friday 4:30 to 5:30 pm
⇒ Please make a call via Teams during the office hours.

Other times are available upon request.
⇒ To schedule a meeting at other times, go to https://outlook.office365.com/owa/calendar/CentralConnecticutStateUniversity4@my.ccsu.edu/bookings/
You do not need to email or call me for the appointment confirmation.

Optional Online Meeting: Monday to Friday 5:30 – 7:30 pm
⇒ We will meet via Microsoft Teams. The meeting invitation will be sent via CCSU email.

Assessment Criteria (tentative):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Textbook Projects</td>
<td>25%*</td>
</tr>
<tr>
<td>Smart Textbook Training</td>
<td>25%*</td>
</tr>
<tr>
<td>Smart Textbook Exam</td>
<td>25%*</td>
</tr>
<tr>
<td>Assignments</td>
<td>15%*</td>
</tr>
<tr>
<td>Final Exam*</td>
<td>10%*</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

*The assessment proportions are tentative and are subject to change at the instructor’s discretion. BlackBoard, the course learning management systems may show such changes as this class goes on.
Grading Scale (CCSU):

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - 100%</td>
<td>A</td>
<td>74 - 76.9%</td>
<td>C</td>
</tr>
<tr>
<td>90 - 93.9%</td>
<td>A-</td>
<td>70 - 73.9%</td>
<td>C-</td>
</tr>
<tr>
<td>87 - 89.9%</td>
<td>B+</td>
<td>67 - 69.9%</td>
<td>D+</td>
</tr>
<tr>
<td>84 - 86.9%</td>
<td>B</td>
<td>64 - 66.9%</td>
<td>D</td>
</tr>
<tr>
<td>80 - 83.9%</td>
<td>B-</td>
<td>60 - 63.9%</td>
<td>D-</td>
</tr>
<tr>
<td>77 - 79.9%</td>
<td>C+</td>
<td>≤ 59.9%</td>
<td>F</td>
</tr>
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Tentative Course Outline*

- Completion of each lesson - Readings, Videos, & Assessments
- We will have three tests and final exam as follows:

  - **Test 1** will cover:
    - Lesson 1 - Excel Basics
    - Lesson 2 - Formulas and Functions
    - Lesson 3 - Logic and Reference Functions
    - Lesson 4 - Date, Time, and Text Functions
    - Lesson 5 - Charting
  - **Test 2** will cover:
    - Lesson 6: Modeling Basics
    - Lesson 7: Advanced Modeling
    - Lesson 8: Statistics
    - Lesson 9: Analyzing Data with PivotTables
    - Lesson 10: Optimization Analysis
  - **Test 3** will cover:
    - Lesson 11: Storing Data in Access
    - Lesson 12: Database Queries
    - Lesson 13: Intermediate Queries
    - Lesson 14: Getting Data Out of Access
  - **Final Exam** will be comprehensive.

*This course plan is tentative and subject to change at the instructor’s discretion; On-line learning activities via BlackBoard & smart textbook are expected each class.
Course Policies:

1. Use the CCSU email. Do not use your personal email address.
2. The course announcements will be sent to you via the CCSU email and/or Blackboard announcement.
3. No phone, texting, social media, email, etc. are allowed in class.
4. All assignments, discussions, reports, and tests have due dates. See our Blackboard course.
   Assignments must be turned in by the due date. Assignments submitted late will not be graded unless prior permission is obtained.
5. Please review the Blackboard Announcements & calendar for each class, so you are not missing assignments, discussion, reports or tests dates.
6. CCSU sanctioned travel related absences (athletics, conference presentations, conference attendance) are approved by CCSU administrators (Provost, Dean, Department Chair, AD Director). The course instructor is expected to accommodate students in these situations. However, students MUST make arrangements with the instructor before the travel occurs. Failure to do so may result in “F” grades being assigned for the missed work.
7. Students are expected to perform all assigned work themselves unless otherwise noted. Any form of cheating or plagiarism will be handled in accordance with the CCSU Honor Code Procedures. Violations of the Honor Code may result in an F for the course grade.
8. Any grade grievances and corrections must be done within a week.

Statement on Discrimination and Harassment

Central Connecticut State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, (including pregnancy, transgender status, sexual harassment and sexual assault); sexual orientation; or any other status protected by federal or state laws. Any student who has concerns about should contact the Office of Diversity and Equity (ODE) at 860-832-1652, Student Affairs at 860-832-1601, or his/her faculty member. The ODE is located on the main floor of Davidson Hall, room 102.

Sexual Misconduct, Intimate Partner Violence and Stalking

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors in any form, including but not limited to: sexual assault, sexual exploitation, sexual harassment or stalking, as defined in CCSU policies. For additional information, please consult the CCSU policy at http://www.ccsu.edu/diversity/policies/BORSexualMisconductFeb2015.pdf. All faculty members and staff have a duty to report incidents of sexual harassment including sexual misconduct, intimate partner violence and stalking to Rosa Rodriguez, Title IX Officer, Office of Diversity and Equity, Davidson Hall, 102.

- To file a report contact: Diversity and Equity (860-832-1652), Student Conduct (860-832-1667) or Student Affairs (860-832-1601).
- For criminal complaints, contact the University Police (860-832-2375).
- For support and advocacy contact: Office of Victim Advocacy at 860-832-3795 orsarahdodd@ccsu.edu; Student Wellness Services at 860-832-1945 (confidential); Women’s Center at 860-832-1655; the local YWCA’s Sexual Assault Crisis Services Hotline at 860-223-1787 (confidential) and Prudence Crandall
Center for Domestic Violence (confidential) at 888-774-2900 (24-hour hotline).

**Wellness Services**

The CCSU Student Wellness Center provides a range of mental health, medical, and wellness education services to enrolled CCSU students. Services are free and confidential. Although students can call for an appointment any time there is a need, you are encouraged to seek counseling and health-related services before emotional, interpersonal, behavioral, and/or medical concerns begin to interfere with your well-being or academic success. To make an appointment, please call 860-832-1926 or stop by the Student Wellness Center located in Willard-DiLoreto Hall, W101.