

**THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS**

MANAGERIAL DECISION MAKING

Last updated on 8/25/2019

Sect. & Call: MANA 4315- 001

Class Times: Mondays, Wednesdays 2.30 pm - 3.50 pm.

Professor : Dr. Venugopal Gopalakrishna-Remani (Dr. Venu) **Office:** COB 350.49

Dates: August 26 – December 14, 2019

Office Hours: Zoom Office hours: Mon 1.00 to 2.00 pm; Wed 1.00 to 2.00 pm

Face to Face Office hours: Mon 12.00 to 2.15 pm; Wed 12.00 to 2.15 pm

General Info: For university notifications as well as class **announcements**, please regularly consult your university email.

E-mail: venugopal@uttyler.edu

Contact In order to ensure that I get your email, you **MUST**:

Instructions: 1) **send your email from the Patriot email account, and**
2) put 'MANA 4315- 001' your email's subject line.

NOTE: This information is needed in order to help ensure your email is not treated like spam and gets timely attention. In order to protect the privacy of students, the university requires that all email communication with students be conducted through the University Patriot email system. It is your responsibility to regularly check your Patriot email.

NOTE: I will do everything possible to answer all emails within 24 hours on Monday through Thursday. You should expect that emails received after noon on Friday will be answered the following Monday. ***Please do not leave chat messages or comments in canvas***

Required Resources: 1. "Succeeding in Business with Microsoft® Excel® 2013: A Problem-Solving Approach" with Textbook ISBN number 978-1-285-09914-9

NOTE:

- 1) Make sure you get the text book with the same ISBN number
- 2) You **MUST** have the book to succeed in this course.

2. Microsoft Excel 2013

Course Description: This course develops integrative decision-making skills in business. Topics include problem definition, generation of alternatives, data collection, quantitative analysis, and qualitative analysis. Course requires familiarity with Microsoft Office Suite

Prerequisites: MATH 1342 and TECH 2323.

Course Objectives: Students will learn how to use spreadsheets as a tool to quickly set up and solve decision models. Problems used in this class are designed to illustrate and teach the real-world usefulness of each technique. The course objectives will be achieved through a combination of face to face lecture, online lecture, readings, project and assignments utilizing Microsoft Excel and examinations.

Knowledge Objectives:

1. Understand the concepts surrounding managerial decision making, including business models and their real-world application.
2. Understand the use of Microsoft Excel with special emphasis on proper formatting, formulas, functions, relative & absolute addressing and solving decision models.
3. Understand how to choose an appropriate type of decision model for a specific type of problem.
4. Understand how to take a complicated, non-structured real-world problem, dissect and interpret it, set it up, and then leverage a computer application to solve it.

Teaching Method:

This course is taught face to face. A variety of methods will be used to help the student master the material; including power points, videos, and homework assignments.

Course Requirements: Assignments include excel worksheet assignments and class concept tests

1. Assignments shall be uploaded as attachments in Blackboard and should be submitted on or before the deadline stated in the syllabus.

NOTE: You must have reliable Internet service in order to access the course materials in blackboard and to complete your assignments on time. If your home Internet service is unreliable, you can come to the UT Tyler campus and use the computers in the campus computing center to do your assignment work (or any other reliable Internet access point that is convenient for you). It is your responsibility to plan ahead and ensure that you are able to access the course via a reliable Internet connection. **No makeup assignments are given for any reason, nor will deadlines be extended.**

2. Plagiarism and cheating are serious offenses and may be punished by failure on an exam, paper or project; failure in the course; and/or expulsion from the University. For more information, refer to the Academic Dishonesty policy in the University Undergraduate Catalog.

Unless the instructions EXPLICITLY state otherwise, every assignment in this class is to be done individually. You are not supposed to collaborate or use the work of another student in any way.

3. For assignments turned in via Canvas: If you attempt to complete the assignment off-campus and your ISP goes down, you will be responsible for traveling to the campus and using on-campus infrastructure such as the Academic Computing Center to submit the assignment. Do not procrastinate; plan ahead and allow time for such contingencies. If you are out of town, then you must arrange to complete all assignments using an alternative means.

4. Late assignments will not be graded. You will not have the opportunity to earn points for an assignment after the deadline. If you think you might miss a deadline, turn the assignment in early. If you find any problem in posting the assignments in blackboard, please make sure that you inform the professor immediately.

Exams:

1. Exams will cover assigned readings in the Course Schedule, discussion board and other assigned supplementary materials, and videos.
2. Exams may include multiple choice, T/F, and Short Answer/Essays. Dates and times for the exams are noted below in the Course Schedule.
3. Make-up exams are generally not given. **It is given only in emergency situations** where adequate documentation is provided to the instructor. If you cannot take an online exam during the scheduled time, notify the instructor via patriot email as soon as possible. If you are not getting the reply for any email within two working days, you shall inform the professor again. Please note that you are always welcome to do the assignments ahead of the deadline, if you are away for a business trip or so in the deadline date.
4. Final Exam Date and Time: To be announced on the Canvas course portal.

Student Responsibilities:

1. Preparation is crucial for success in this class. It can only be achieved with completion of reading and written assignments in advance.
2. Students are required to submit assignments and examinations online on or before the deadline stated in the syllabus. No make-up work will be allowed for any late submission.

This course also has several videos on concepts involved in managerial decision making. The video shall be made available through the canvas. Each week starts on a Monday and ends on a Sunday.

All readings are to be completed prior to the week they are listed as this will give you more time to prepare for required assignments and submissions.
All assignments are due on the dates they are listed.

Important Dates:

Census date: September 09, 2019.

Last day to withdraw from classes with an automatic "W": November 4, 2019.

Please make sure that you check the academic calendar to make sure that if there is any change in the dates provided above.

Important Notes:

1. Assistance - Students are encouraged to contact Professor Venu if they are having difficulties in the course.
2. Late Assignments - Reading and written assignments must be completed per the schedule. Late work will not be accepted. Any student in danger of missing a deadline should contact Professor Venu in advance to discuss their situation.

Course Schedule:

This is a tentative schedule and is subject to modification. Students will be notified of any modifications via an email announcement on blackboard.

Week	Date	Topics	Readings	Assignments
Fundamentals in decision making using Excel				
Week 1 Module 1	Aug 26, 2019 to Sept 1, 2019	Classes Begin Introduction to Managerial Decision Making and Rules of Engagement Chapter 1 Applying Fundamental Excel skills and Tools in problem solving	Course syllabus Chapter 1 from text book	
Week 2 Module 1	Sept 2, 2019 to Sept 8, 2019	Chapter 1 Applying Fundamental Excel skills and Tools in problem solving	Chapter 1 from text book	Chapter 1 Steps to Success- Level 3- (Questions 1-6) pages 68-69 due at 9 p.m. on Sept 8, 2019
Week 3 Module 2	Sept 9, 2019 to Sept 15, 2019	Chapter 2 Solving problems with Statistical Analysis Tools Managerial Decision Making concepts-1 Conducted online	Chapter 2 from text book Concept-1 video shall be posted in blackboard	Class concept test 1 opens on Sept 09, 2019 and is due at 9p.m. CT on Sept 15, 2019 CT

Week 4 Module 2	Sept 16, 2019 to Sept 22, 2019	Chapter 2 Solving problems with Statistical Analysis Tools Managerial Decision Making concepts-2 Conducted online	Chapter 2 from text book Concept-2 video shall be posted in blackboard	Chapter 2 Steps to Success -Level 3 page numbers 143- 144 (Questions 1-10) due at 9 p.m. C T on Sept 22, 2019 Class concept 2 test opens on Sept 16, 2019 and is due at 9p.m. Central Time on Sept 22, 2019
Advanced techniques for Decision making using Excel				
Week 5 Module 3	Sept 23, 2019 to Sept 29, 2019	Chapter 3 Determining Effective Data Display with charts Managerial Decision Making concepts-3 Conducted online	Chapter 3 from text book Concept-3 video shall be posted in blackboard	Class concept test 3 opens on Sept 23 , 2019 and is due at 9p.m. Central Time on Sept 29, 2019
Week 6 Module 3	September 30, 2019 to October 6, 2019	Examination 1 on chapter 1 and 2 Conducted online Chapter 3 Determining Effective Data Display with charts	Chapter 3 from text book	Exam 1, Chapter 1 opens on September 30, 2019 and is due at 9p.m. Central Time on October 6, 2019

Week 7 Module 2 & 3	Oct 7, 2019 to Oct 13, 2019	Chapter 3 Determining Effective Data Display with charts Group Project	Chapter 3	Chapter 3 Steps to Success -Level 2 (Questions 1- 8) pages 195-196 <i>due at 9 p.m. Central Time on Oct 13, 2019</i>
Week 8 Module 4	Oct 14, 2019 to Oct 20, 2019	Chapter 4 Applying logics in decisions making	Chapter 4 from text book	Chapter 4 level 1 steps to success level 1 page 241-242 (Questions 1 to 10) <i>due at 9 p.m. Central Time on Oct 20, 2019</i>
Week 9 Module 5	Oct 21, 2019 to Oct 27, 2019	Chapter 5 Retrieving Data for Computation, Analysis and Reference	Chapter 5 from text book	Chapter 5 level 1 steps to success level 1 page 298- 299 (Questions 1 to 10) <i>due at 9 p.m. Central Time on Oct 27, 2019</i>
Week 10 Module 4 & 5	Oct 28, 2019 to Nov 3, 2019	Examination 3 on chapter 4 and 5 (online) Group project	Chapter 4 and 5 from text book	Exam 3, opens on Oct 28, 2019 and <i>is due at 9 p.m. Central Time Nov 3, 2019</i>
Week 11 Module 6	Nov 4, 2019 to Nov 10, 2019	Chapter 6 Evaluating the financial impact of loans and investments	Chapter 6 from text book	Chapter 6 level 1 Steps to success level 1 page 377-378 (Questions 1 to 8) <i>due at 9 p.m. Central time Nov 10, 2019</i>

Week 12	Nov 11 to Nov 17, 2019	<p>Presentation of Group 1</p> <p>Presentation of Group 2</p>		Written report of project for group 1 and 2 due at the end of the presentation
Week 13	Nov 18, 2019 to Nov 24, 2019	THANKSGIVING HOLIDAYS		
Week 14 Module 7	Nov 25, 2019 to Dec 01, 2019	Chapter 7 Organizing Data for Effective analysis	Chapter 7 from text book	Chapter 7 level 1 Steps to success level 1 page 449- 450(Questions 1 to 12) <i>due at 9 p.m. Central Time on Dec 01, 2019</i>

Week 15	Dec 02, 2019 to Dec 08, 2019	<p>Managerial Decision Making concepts-4 Conducted online</p> <p>Managerial Decision Making concepts-5 Conducted online</p>	<p>Concept-4 video posted in blackboard</p> <p>Concept-5 video posted in blackboard</p>	<p>Class concept test 4 opens on Dec 03, 2018 and is due at 9p.m. Central Time on Dec 08, 2019</p> <p>Class concept test 5 opens on Dec 02, 2019 and is due at 9p.m. Central Time on Dec 08, 2019</p>
Week 16 Module 6, 7 & 8		Final examination on Chapter 6, 7 and 8	Chapter 6 to chapter 8	Exam 4, opens on Dec 09, 2019 and is due at 9 p.m. Central Time on Dec 12, 2019

Course Completion: You should expect to invest significant time in this course. The actual amount of time required will vary from individual to individual. To be successful, you should plan to devote some time to this course on a daily basis.

Grades and Grading: The full course grade will be determined as follows:

Component	Points Possible	
Examinations	175 points	4 exams and 5 Concept tests
Data Analytic Project	125 points	Includes progress report, presentation, written report
Pop Quizzes 100 points	100 points	
Assignments	200 points	Assignments 1 & 2 : 20 points each= 40 points Assignment 3 : 40 points Assignment 4,5,6,7 : 30 points each= 120 points
Total points possible		600 points

Points earned and accumulated will be used in the following grade calculation:

Points Earned	
540-600	A
480-539	B
420-479	C
360-419	D
Below 359	F

Academic Honesty: “Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension of a test, quiz, or other assignment), or the attempt to commit such an act . . . (UT Tyler Student Affairs Manual of Policies and Procedures).

UT TYLER POLICIES - Students Rights and Responsibilities:

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester’s Census Date can be found on the Contract

itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date.)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade).
- Being reinstated or re-enrolled in classes after being dropped for non-payment.
- Completing the process for tuition exemptions or waivers through Financial Aid. State-Mandated

State Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

Student Absence due to Religious Observance:

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities:

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Please contact technical support before contacting your instructor. I am not a technical expert and they will be able to address your issues better and quicker than I can.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

UT Tyler a Tobacco-Free University:

- All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
- Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
- There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Concealed Handguns on Campus Policy:

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

TECHNICAL SUPPORT If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.uttyler.edu. When you email IT Support, be sure to include a complete description of your question or problem including: The title and number of the course

The page in question (If you get an error message, a description and message number)

What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for helpful information.

PLUG-INS AND UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application
HELPER and cookies. It is essential that you have all required elements like Adobe Reader,
APPLICATIONS Java Runtime Environment (JRE), Adobe Flash Player, QuickTime, Windows
Media Player and RealPlayer installed and enabled in your web browser for
optimal viewing of the content and functions of your online course.

DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu