

**THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS
MANAGERIAL DECISION MAKING**

Last updated on 8/17/2020

Class: No classes in classrooms; it is a 100% web based course

Sect. & Call: Online class MANA 4315- 060 & 061

Professor : Dr. Venugopal Gopalakrishna-Remani (Dr. Venu)

Office: COB 350.49

Dates: August 24 – December 12, 2020

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

E-mail: venugopal@uttyler.edu

Office Hours: Zoom Office hours is available on request: Mon 1.00 to 2.00 pm; Wed 1.00 to 2.00 pm

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-online class' 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 totally on-line. A variety of methods will be used to help the student master the material; including power points, videos, and homework assignments.

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

I shall be available in my office on Mondays, and Wednesdays 12.00 pm to 2.15 pm. I have an open door policy. If I am in the office, I am available for questions.

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

1. Assignments shall be uploaded as attachments in Canvas 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 Canvas 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 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 Canvas, 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 04, 2020.

Last day to withdraw from classes with an automatic "W": November 2, 2020.

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 Canvas.

Week	Date	Topics	Readings	Assignments
Fundamentals in decision making using Excel				
Week 1 Module 1	Aug 24, 2020 to August 30, 2020	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	Chapter 1 Steps to Success- Level 3- (Questions 1-6) pages 68-69 due at 9 p.m. CT on Aug 30, 2020
Week 2 Module 1	Aug 31, 2020 to Sept 6, 2020	Chapter 1 Applying Fundamental Excel skills and Tools in problem solving Examination 1 Conducted online	Chapter 1 from text book	Exam 1, Chapter 1 opens on August 31, 2020 and is due at 9p.m. Central Time on Sept 06, 2020
Week 3 Module 2	Sept 7, 2020 to Sept 13, 2020	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 Canvas	Class concept test 1 opens on Sept 7, 2020 and is due at 9p.m. Central Time on Sept 13, 2020

Week 4 Module 2	Sept 14, 2020 to Sept 20, 2020	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 Canvas	Chapter 2 Steps to Success -Level 3 page numbers 143- 144 (Questions 1-10) due at 9 p.m. CT on Sept 20, 2020 Class concept 2 test opens on Sept 16, 2020 and is due at 9p.m. Central Time on Sept 20, 2020
Advanced techniques for Decision making using Excel				
Week 5 Module 3	Sept 21 , 2020 to Sept 27, 2020	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 Canvas	Class concept test 3 opens on Sept 21 , 2020 and is due at 9p.m. Central Time on Sept 27, 2020
Week 6 Module 3	Sept 28, 2020 to October 4, 2020	Chapter 3 Determining Effective Data Display with charts	Chapter 3 from text book	Chapter 3 Steps to Success -Level 2 (Questions 1- 8)pages 195-196 due at 9 p.m. Central Time on Oct 4, 2020

Week 7 Module 2 & 3	Oct 5, 2020 to Oct 11, 2020	Examination-2 on chapter 2 and chapter 3 (online)	Chapter 2 and 3	Exam 2, opens on Oct 5, 2020 and is due at 9 p.m. Central Time on Oct 11, 2020
Week 8 Module 4	Oct 12, 2020 to Oct 18, 2020	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) due at 9 p.m. Central Time on Oct 18, 2020
Week 9 Module 5	Oct 19, 2020 to Oct 25, 2020	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) due at 9 p.m. Central Time on Oct 25, 2020
Week 10 Module 4 & 5	Oct 26, 2020 to Nov 1, 2020	Examination 3 on chapter 4 and 5 (online)	Chapter 4 and 5 from text book	Exam 3, opens on Oct 26, 2020 and due at 9 p.m. Central Time on Nov 1, 2020
Week 11 Module 6	Nov 2, 2020 to Nov 8, 2020	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) due at 9 p.m. Central Time on Nov 8, 2020

Week 12 Module 7	Nov 9, 2020 to Nov 15, 2020	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) due at 9 p.m. Central Time on Nov 15, 2020
Week 13	Nov 16, 2020 to Nov 22, 2020	Chapter 8 Organizing Data for Effective analysis	Chapter 8 from text book	Chapter 8 level 1 steps to success level 1 page 511- 512 (Questions 1 to 12) due at 9 p.m. Central Time on Nov 22, 2020
Week 14 Module 8	Nov 23, 2020 to Nov 28, 2020	THANKSGIVING HOLIDAYS		

Week 15	Nov 30 2020 to Dec 06, 2020	Managerial Decision Making concepts-4 Conducted online Managerial Decision Making concepts-5 Conducted online	Concept-4 video posted in Canvas Concept-5 video posted in Canvas	Class concept test 4 opens on Nov 30, 2020 and is due at 9p.m. Central Time on Dec 06, 2020 Class concept test 5 opens on Nov 30, 2020 and is due at 9p.m. Central Time on Dec 06, 2020
Week 16 Module 6, 7 & 8	Final week	Final examination on Chapter 6, 7 and 8	Chapter 6 to chapter 8	Exam 4, opens on Dec 07, 2020 and is due at 9 p.m. Central Time on Dec 10, 2020

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	270 points	4 exams and 5 Concept tests

Assignments	230 points	• Assignments 1& 2 : 20 points each= 40 points • Assignment 3 : 40 points • Assignment 4,5,6,7,8: 30 points each= 150 points
Total points possible		500 points

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

Points Earned	
450-500	A
400-449	B
350-399	C
300-349	D
Below 299	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).

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

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://www.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

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 Enrollment Services Center if you have any questions.

Disability Services:

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

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.

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 Canvas for helpful information.

PLUG-INS AND HELPER APPLICATIONS UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.

- Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files. <http://get.adobe.com/reader/>
- Java Runtime Environment (JRE) allows you to use interactive tools on the web. <http://www.java.com/en/download/>
- Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations. <http://get.adobe.com/flashplayer/>
- Windows Media Player allows you to view, listen and download streaming video and audio. <http://windows.microsoft.com/en-US/windows/products/windows-media-player>
- QuickTime allows users to play back audio and video files. <http://www.apple.com/quicktime/download/>
- RealPlayer allows you to view and listen to streaming video and audio. <http://www.real.com/>

COLLEGE OF BUSINESS STATEMENT OF ETHICS:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- *Ensure honesty in all behavior, never cheating or knowingly giving false information.*
- *Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.*
- *Develop an environment conducive to learning.*
- *Encourage and support student organizations and activities.*
- *Protect property and personal information from theft, damage and misuse.*
- *Conduct yourself in a professional manner both on and off campus.*

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.