THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF BUSINESS
ADMINISTRATION

MANAGERIAL
DECISION MAKING
MANA 4315-060

Last updated on 12/22/2015

Class: No classes in classrooms; it is a 100% web based course
Sect. & Call: MANA 4315-060 (online class)
Professor: Dr. Venugopal Gopalakrishna-Remani (Dr. Venu)
Office: BUS 117
Dates: Jan 12- May 02, 2015
General Info: For university notifications as well as class announcements, please regularly consult your university email.
E-mail: venugopal@uttyler.edu
Phone number: 903 565-5807 (It is recommended to reach the professor through email)

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

Required Resources:
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:
Because this is an on-line class, I will be available to answer questions via email or by appointment. 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 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 to collaborate or use the work of another student in any way
3. For assignments turned in via Blackboard: 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 Blackboard 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 Blackboard 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 blackboard. 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: January 26, 2015.
- Last day to withdraw from classes with an automatic “W”: March 23, 2015.
  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 via an email announcement on blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Readings and Assignments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Fundamentals in decision making using Excel</strong></td>
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</table>
| Week 1| Jan 12, 2015 to Jan 18, 2015 | 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. Central Time on Jan 18, 2015** |
| Week 2| Jan 19, 2015 to Jan 25, 2015 | Examination 1 Conducted online  
Chapter 1 Applying Fundamental Excel skills and Tools in problem solving | Exam 1, Chapter 1 opens on Jan 19, 2015 and is **due at 9 p.m. Central Time on Jan 25, 2015** |
<table>
<thead>
<tr>
<th>Week 3</th>
<th>Jan 26, 2015 to Feb 1, 2015</th>
<th>Chapter 2 Solving problems with Statistical Analysis Tools</th>
<th>Managerial Decision Making concepts-1 Conducted online</th>
<th>Concept-1 video shall be posted in blackboard</th>
<th>Class concept test 1 opens on Jan 26, 2015 and is due at 9p.m. Central Time on Feb 1, 2015</th>
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</thead>
<tbody>
<tr>
<td>Week 4</td>
<td>Feb 2, 2015 to Feb 08, 2015</td>
<td>Chapter 2 Solving problems with Statistical Analysis Tools</td>
<td>Managerial Decision Making concepts-2 Conducted online</td>
<td>Chapter 2 from text book</td>
<td>Chapter 2 Steps to Success -Level 3 page numbers 143-144 (Questions 1-10) due at 9 p.m. Central Time on Feb 08, 2015</td>
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</table>

Advanced techniques for Decision making using Excel
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Course Content</th>
<th>Assignments</th>
<th>Notes</th>
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<tbody>
<tr>
<td>5</td>
<td>Feb 9, 2015 to</td>
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<td></td>
<td>Feb 15, 2015</td>
<td>Chapter 3 Determining Effective Data Display with charts</td>
<td>Chapter 3 from textbook</td>
<td>Class concept test 3 opens on Feb 9, 2015 and <strong>is due at 9 p.m. Central Time on Feb 15, 2015</strong></td>
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<td>Managerial Decision Making concepts-3</td>
<td>Concept-3 video shall be posted in blackboard</td>
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<td>Conducted online</td>
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<td>6</td>
<td>Feb 16, 2015 to</td>
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<td>Feb 22, 2015</td>
<td>Chapter 3 Determining Effective Data Display with charts</td>
<td>Chapter 3 from textbook</td>
<td>Chapter 3 Steps to Success - Level 2 (Questions 1-8)pages 195-196 <strong>due at 9 p.m. Central Time on Feb 22, 2015</strong></td>
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<td>7</td>
<td>Feb 23, 2015 to</td>
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<td>March 1, 2015</td>
<td>Examination-2 on chapter 2 and chapter 3 (online)</td>
<td>Chapter 2 and 3</td>
<td>Exam 2, opens on Feb 23, 2015 and <strong>is due at 9 p.m. Central Time on March 1, 2015</strong></td>
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<td>Week 8</td>
<td>March 2, 2015 to March 8, 2015</td>
<td>Chapter 4 Applying logics in decisions making</td>
<td>Chapter 4 from text book</td>
<td>Chapter 4 level 1 steps to success level 1 page 241-242 (Questions 1 to 10) due at 9 p.m. Central Time on March 8, 2015</td>
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<tr>
<td>Week 9</td>
<td>March 9 - March 14</td>
<td>Spring break for faculty and students</td>
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<td>Week 10</td>
<td>March 16, 2015 to March 22, 2015</td>
<td>Chapter 5 Retrieving Data for Computation, Analysis and Reference</td>
<td>Chapter 5 from text book</td>
<td>Chapter 5 level 1 steps to success level 1 page 298-299 (Questions 1 to 10) due at 9 p.m. Central Time on March 22, 2015</td>
</tr>
</tbody>
</table>
| Week 11 | March 23, 2015 to March 29, 2015 | Start Reading Chapter 6

Examination 3 on chapter 4 and 5 (online) | Exam 3, opens on March 23, 2015 and is due at 9 p.m. Central Time on March 29, 2015 |
<table>
<thead>
<tr>
<th>Week 12</th>
<th>March 30, 2015</th>
<th>Chapter 6 Evaluating the financial impact of loans and investments</th>
<th>Chapter 6 from text book</th>
<th>Chapter 6 level 1 Steps to success level 1 page 377-378( Questions 1 to 8) due at 9 p.m. Central Time on April 05, 2015</th>
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<tbody>
<tr>
<td></td>
<td>April 05, 2015</td>
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<tr>
<td>Week 13</td>
<td>April 06, 2015</td>
<td>Chapter 7 Organizing Data for Effective analysis</td>
<td>Chapter 7 from text book</td>
<td>Chapter 7 level 1 Steps to success level 1 page 449-450( Questions 1 to 12) due at 9 p.m. Central Time on April 12, 2015</td>
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<td>April 12, 2015</td>
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<td></td>
<td>April 13, 2015</td>
<td>Chapter 8 Organizing Data for Effective analysis</td>
<td>Chapter 8 from text book</td>
<td>Chapter 8 level 1 Steps to success level 1 page 511-512( Questions 1 to 12) due at 9 p.m. Central Time on April 19, 2015</td>
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<td>To</td>
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<td></td>
<td>April 19, 2015</td>
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<td>Week 15</td>
<td>April 20, 2015</td>
<td>Managerial Decision Making concepts-4 Conducted online</td>
<td>Concept-4 video posted in blackboard</td>
<td>Class concept test 4 opens on April 21, 2015 and is due at 9 p.m. Central Time on April 26, 2015</td>
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<td>April 26, 2015</td>
<td>Managerial Decision Making concepts-5 Conducted online</td>
<td>Concept-5 video posted in blackboard</td>
<td>Class concept test 5 opens on April 23, 2015 and is due at 9 p.m. Central Time on April 26, 2015</td>
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<tr>
<td>Week 16</td>
<td>Final week</td>
<td>Final examination on Chapter 6, 7 and 8</td>
<td>Chapter 6 to chapter 8</td>
<td>Exam 4, opens on April 27, 2015 and is due at 9 p.m. Central Time on April 29, 2015</td>
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**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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Possible</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>270 points</td>
<td>4 exams and 5 Concept tests</td>
</tr>
<tr>
<td>Assignments</td>
<td>230 points</td>
<td>Assignments 1&amp; 2 : 20 points each= 40 points</td>
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<td></td>
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<td>Assignment 3 : 40 points</td>
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<td></td>
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<td>Assignment 4,5,6,7,8: 30 points each= 150 points</td>
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<tr>
<td>Total points possible</td>
<td>500 points</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450-500</td>
<td>A</td>
</tr>
<tr>
<td>400-449</td>
<td>B</td>
</tr>
<tr>
<td>350-399</td>
<td>C</td>
</tr>
<tr>
<td>300-349</td>
<td>D</td>
</tr>
<tr>
<td>Below 259</td>
<td>F</td>
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</tbody>
</table>
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://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.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
**TECHNICAL INFORMATION**

**TECHNICAL SUPPORT**

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.uttler.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 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 Flash Player allows you to view content created with Flash such as interactive web applications and animations. [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)


- RealPlayer allows you to view and listen to streaming video and audio. [http://www.real.com/](http://www.real.com/)