

BUSINESS DECISION SUPPORT SYSTEMS— BUS215.01 AND BUS215.02	FALL 2009: SECTION 1: T-F 8.00 A.M. - 9.15 A.M. — VH 113 SECTION 2: T-F 9.25 A.M. – 10.40 A.M. — VH 113
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Course Description

Introduction to computer-based business decision support systems, emphasizing specific mathematical and database models widely employed in business. Development of research skills required to reach decisions and convey them to others.

Student Learning Objectives

After completing this course, students should be able to:

1. Arrange data for storage and further analysis in computerized Decision Support Systems. (**Knowledge Level, 1st level**) For example, layout data in rows and columns for a forecasting model in Excel; design Access tables for data storage,
2. Identify appropriate data to support decision processes. (**Comprehension, 2nd level**) For example, retrieve data records that satisfy certain criteria from Access databases.
3. Express business decision problems using Excel/Access languages. (**Comprehension, 2nd level**) For example, apply proper Excel functions to produce sales forecasts;
4. Interpret the output obtained from Decision Support Systems. (**Application, 3rd level**) For example, Answer What-If questions under different scenarios; Justify conclusions according to analytical results.

Prerequisites

None

Required Text & Other Materials

The campus bookstore has the following text book:

Exploring Microsoft Office 2007 Plus Edition, by Robert Grauer et al, (Prentice Hall, September 2007, ISBN-13: 9780132393812 / ISBN-10: 0132393816)

Not having textbooks may have a negative impact on your progress in this course. It is the students' responsibility to obtain the textbooks in the first week of the semester.

I will also extensively use the website established for the course. I encourage you to frequently visit the site to access electronic files (e.g. lectures and in-class exercises) and check for any class handouts or assignments and solutions.

Course website:

<http://www.newpaltz.edu/~roztockn/dss.htm>

Grading

25% - Exam 1

25% - Exam 2

25% - Final exam

25% - Class attendance, homework assignments and quizzes

- **All business majors need an "C-" or better to pass the course. This course has been designated as a prerequisite of several courses. Failure to pass the course may result in extra time spent in the program. Be sure to take advantage of the 25% from attendance, homework assignments and quizzes.**
- **The following letter grades based on absolute percentage score will be assigned:**
 - 94% and above A
 - 90%-93.99% A-
 - 87%-89.99% B+
 - 83%-86.99% B
 - 80%-82.99% B-
 - 77%-79.99% C+
 - 73%-76.99% C
 - 70%-72.99% C-
 - 67%-69.99% D+
 - 60%-66.99% D

Dates to keep in mind

Exam 1	October 9 (tentative)
Exam 2	November 13 (tentative)
Final Exam	December 15

Expectations

Treat this class as you would your job: prepare by reading the text and doing assigned homework. Arrive promptly and remain in the classroom for the duration of the class period. Please do not exit and reenter the room during class time, except in an emergency situation; turn off your pager or cell phone during class. Be proactive: if you are having a problem with the material being covered, ask questions in class (if you don't understand something, chances are very good that other students also need clarification), seek help and speak with me during office hours.

Policies *(applicable rules will be relaxed for students with documented health or personal problems)*

- **Make-up exams:** a student who is unable to take an examination at the scheduled time must contact the professor prior to the time of the scheduled examination to make alternative arrangements for completing it.
- **Assignments and Quizzes:** Homework assignments are due a week from the day they are assigned unless otherwise specified. No late homework will be accepted. Quizzes may be given with or without advanced notices. **All class assignments are to be submitted in class. No assignments will be accepted by e-mail.**
- **Absences:** This course emphasizes hands-on experience and the whole class has to move on at the same pace, therefore it is imperative that you attend each class meeting. Attendance will be recorded within the first few minutes of class. Entering late/ Leaving early/ Leaving during class. All of these acts disturb the class. Please limit these disturbances.
- **Cheating and plagiarism:** students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students that engage in any form of academic dishonesty will be subject to disciplinary action. The School of Business Ethics Statement and Policy Regarding Unethical or Dishonest Behavior are appended, and can be viewed online at: http://www.newpaltz.edu/schoolofbusiness/adminacad_integrity.html and http://www.newpaltz.edu/schoolofbusiness/adminacad_behavior.html.

Tentative Schedule

1. Excel (Week 1 – Week 8 estimated)

Chapter 1: Introduction to Excel

Chapter 2: Microsoft Excel: Formulas and Functions

Chapter 3: Microsoft Excel: Charts

Chapter 4: Microsoft Excel: Working with Large Worksheets and Tables

Chapter 5: Data to Information

Chapter 6: Data Tables and Amortization Tables (*selected topics*)

Chapter 7: Data Consolidation, Links, and Formula Auditing (*selected topics*)

2. Access (Week 9 – Week 14 estimated)

Chapter 1: Introduction to Access: Finding Your Way through a Database

Chapter 2: Relational Databases and Multi-Table Queries: Designing Databases and Using

Chapter 3: Customize, Analyze, and Summarize Query Data: Creating and Using Queries to Make Decisions

Chapter 4: Create, Edit and Perform Calculations in Reports: Creating Professional and Useful Reports

Chapter 6: Data Protection: Integrity, Validation, Reliability

SUNY New Paltz School of Business — Ethics Statement

School of Business students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students that engage in any form of academic dishonesty will be subject to disciplinary action. While we prefer to adhere to a code of honor in the School of Business, due to national trends in cheating, forgery, and plagiarism, we are instituting this policy within the school. Any student found cheating, committing

forgery, or plagiarizing may suffer serious consequences ranging from failing a specific piece of work to failing the course. In some cases, a student may be expelled from the School of Business and the college.

Your business education includes learning ethics and values. We trust that you have the basic foundation upon which we can build. You will be judged by your character as well as by your knowledge and skills since the business world increasingly demands ethical behavior of its employees. Honesty remains an admirable quality.

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements or in other aspects of your professional conducts. The use for academic credit of the same work in more than one course without knowledge or consent of the instructor(s) is a form of cheating and is a serious violation of academic integrity.

Forgery is defined as the alteration of forms, documents, or records, or the signing of such forms or documents by someone other than the proper designee.

Plagiarism is the representation, intentional or unintentional, of another's words or ideas as one's own. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text with appropriate citation. When students use another's ideas, they must clearly identify the source of the ideas. Plagiarism is a violation of the rights of the plagiarized author and of the implied assurance by the students that when they submit academic work it is their own work product. If students have any issues with respect to the definition of plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

Cases requiring disciplinary and/or grade appeal action will be adjudicated in accordance with Procedures for Resolving Academic Integrity Cases, a copy of which is available in the office of the Vice President for Students Affairs, the office of the Provost for Academic Affairs, and in the academic Deans' offices.

We, the members of the SUNY New Paltz School of Business community, are committed to practicing the highest standards of ethical behavior and demonstrating integrity in all we do. We practice these standards and expect them to be demonstrated by others not only in our business dealings, but in all our relationships. Ours is a culture of integrity. For us, ethical behavior means adhering to certain standards in both public and private.

School of Business — Policy Regarding Unethical or Dishonest Behavior

The school maintains a system (including software and web-based resources), by which students are well informed, educated and required to acknowledge by electronic signatures, the ethics, honesty and integrity standards of the School of Business, and the consequences of violating those standards.

Instructors who identify any violators should report the incident to the Dean's office for disciplinary action. The following procedure is followed by the dean's office for handling such incidents.

Penalties:

The involved students may request an appeal through Academic Appeal Committee (undergraduate) or Graduate Council (graduate students).

First time offenders receive a failing grade for the course, which can only be changed based on a favorable outcome of the appeals process, if applicable. The dean's office keeps a list of first time offenders. The offenders are also required to recertify their understanding of our ethics, honesty and integrity standards.

A second time undergraduate offender will be referred for possible dismissal to the Office of Student Affairs. A second time graduate student offender will be dismissed from the Master's degree program in which he or she is matriculated, subject to review by the Graduate Council.

Note: Once a student completes the training program, he/she shall be treated equally regardless of their previous educational experience and cultural norms. Instructors are encouraged to remind students of our ethics, honesty and integrity standards at the beginning of each course.