
GENERAL INFORMATION

Professor Information



Instructor:	Nicole Wishart	Phone:	(305) 775-5613
Office:	RB 250 (MMC)	Fax:	(305) 348-4126
Office Hours:	By appointment	E-mail:	Use Blackboard Course Messages

Course Description And Purpose

Focuses on use of information processing and decision support techniques to provide knowledge workers and decision makers with powerful tools that assist in making informed and rational decisions. The emphasis will be on the use of spreadsheet-based systems. PREREQUISITES: 45 credits earned; Business students only.

Course Objectives

This course will enable students to:

- Understand and apply valuable decision support concepts
- Integrate data management and information systems tools with data modeling and analysis techniques
- Manipulate and analyze data
- Create reports and visualizations
- Perform forecasting, planning, and optimization modeling
- Create user applications with easy-to-use interfaces

Teaching Methodology

This course is a combination of lecture, problem-solving tasks, and hands-on computer exercises. Lectures introduce major concepts and issues. Hands-on exercises provide the opportunity to apply the concepts and develop problem-solving and technical skills.

Assurance Of Learning

The College of Business cares about the quality of your education. For more information please visit the [Assurance of Learning site](#) to learn more on the College's commitment to this initiative.

IMPORTANT INFORMATION

Policies

Please review the [FIU's Policies](#) webpage. The policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable netiquette for online courses.

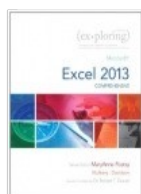
Technical Requirements & Skills

Microsoft Office Excel 2013 will be the software tool used in this class to analyze and summarize data. Excel 2013 is part of Microsoft Office 2013 ; FIU students can acquire a free copy of Microsoft Office from <http://freeoffice.fiu.edu>

Accessibility And Accommodation

If you have a disability and need assistance, please contact the Disability Resource Center (MMC: GC190; 305-348-3532) (North Campus: WUC139, 305-919-5345). Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

Textbook



Exploring Microsoft Office Excel 2013 Comprehensive
Robert Grauer, Mary Anne Poatsy, Keith Mulberry and Lynn Hogan
Prentice Hall, 1st edition, 2013
ISBN-10: 0133412180
ISBN-13: 978-0133412185

You may purchase your textbook online at the FIUBookstore.



Microsoft Excel (Office 365)
Obtain Office 365 free from <http://freeoffice.fiu.edu/>

Expectations Of This Course

Students are expected to:

- Attend class regularly
- Read assigned chapters
- Perform all practice tasks
- Submit assignments by the scheduled deadlines
- Contribute meaningfully and substantially to group assignment(s)

COURSE DETAIL

Course Communication

Communication in this course will take place via Blackboard Course Messages.

Messages is a private and secure text-based communication system which occurs within a course among its Course members. Users must log on to Blackboard to send, receive, or read messages. The Messages tool is located on the Course Menu, on the left side of the course webpage. It is recommended that students check their messages routinely to ensure up-to-date communication.

Assessments

Exams

There will be four proctored exams. The lowest exam grade will be dropped.

Assignments

The semester project will be worth 30% of the final grade. Details will be available in Blackboard course content.

Grading

All assignments must be submitted by the due date; late assignments are not allowed.
No extra credit will be assigned.

Course Requirements	Number of Items	Points for Each	Total Points Available	Weight
In-class exams (individual, 3 out of 4, 25 points each)	3	25	75	75%
Projects (group or individual)	2	12.5	25	25%
Total	6		100	100%

Letter	Range	Letter	Range	Letter	Range
A	93 - 100	B-	80 - 82	F	< 60
A-	90 - 92	C+	77 - 79		
B+	87 - 89	C	70 - 76		
B	83 - 86	D	60 - 69		

COURSE CALENDAR

Weekly Schedule

Date	Topic
Week 1 Aug 23	Overview of decision support systems Building decision models- formulas, functions -- basics
Week 2 Aug 30	Building decision models- formulas, functions -- intermediate
Week 3 Sep 06	Building decision models- formulas, functions -- intermediate
Week 4 Sep 13	Application automation -- macros, VBA
Week 5 Sep 20	Application automation -- user forms
Week 6 Sep 27	Data management -- reporting
Week 7 Oct 04	Data management -- consolidation [practice for exam I]
	Exam I -- transactional systems

Date	Topic
Week 8 Oct 11	
Oct 18	Reporting and visualization
Week 10 Oct 25	Electronic dashboards
Week 11 Nov 01	Exam 2 -- reporting systems
Week 12 Nov 08	Decision models -- what if analysis
Week 13 Nov 15	Decision models -- what if analysis
Nov 22	Exam 3 -- what if analysis
Week 15 Nov 29	Project work day

Finals Week Dec 6	Exam 4 -- comprehensive, optional <small>(only take if you need to replace an exam grade)</small>
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