BSAD 30 Decision Analysis – Fall 2018

Section A: 11:40 AM to 12:55 PM (T, TH) meets in Kalkin 325
Section B: 1:15 PM to 2:30 PM (T, TH) meets in Kalkin 004

Instructor: Dave Novak
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COURSE OBJECTIVES:
The modern business environment requires a basic understanding of various decision-making, problem solving and data management tools. BSAD 30 is an introductory Decision Analysis / Quantitative Methods course for undergraduates. The goal of this class is to improve students' decision-making and critical thinking skills as well as their technical, quantitative, and analytical abilities.

Topics include a refresher on the use of basic statistical concepts (basic continuous and discrete probability distributions), an introduction to basic linear programming models (max, min, assignment, etc.), making decisions with and without probabilities, simple and multiple linear regression, time series analysis and forecasting, and PERT/CPM. We will be using MS Excel (with advanced add-ins) extensively in class. Students should have a laptop computer that can run the MS Windows application suite. If you have a MAC this means that you will need to be able run MS Excel. I ADMINISTER BSAD 30 THROUGH MY COURSE WEB SITE!! (not through Blackboard)

URL for Novak’s BSAD 30: http://www.uvm.edu/~dnovak/bsad30.html

This site contains ALL the course schedule, lecture notes, assignments, etc. I update the course Web site on a regular basis. You should check the site frequently to make sure that you are up-to-date with the reading, class notes, and class activities. Please save the course Web site to your favorites in the tool bar of whatever Web browser you are using.

IF YOU MISS CLASS (for ANY reason) PLEASE CHECK THE COURSE SCHEDULE TO SEE WHAT WE COVERED DURING CLASS AND TO DOWNLOAD THE CLASS NOTES. Students are responsible for all material covered during any missed class. The notes are not complete and you will still need to contact a classmate to help you fill in the class notes for any classes that you miss.

I strongly recommend that you take notes in this class. It is part of the learning process. I do not give out my class notes as that defeats the purpose of taking notes.

Office hours:
- Tues and Thur 4:30 PM to 5:30 PM or by appointment.
- If you cannot attend my office hours, please contact me via email to set up a time when we can meet. I will do my best to accommodate you. Please note that I may not be able to meet with you if you just drop by my office unannounced.

PRE-REQUISITES:
MATH 019 (or MATH 021), STAT 141; Sophomore standing; Required course specific fee of $20; Degree students only even after level restrictions are removed.
The REQUIRED TEXT comes bundled with an individual ACCESS CODE you need to register for the course through the Cengage Brain portal. You must purchase the required material (option #1 OR #2 below) to get your individual access code. I have elected to use the online version of the book with note pack because the hardcover text is over $300.

Required course material: There are three options available to you through the publisher’s web site: http://services.cengagebrain.com/course/site.html?id=2803552


2) ePack: Quantitative Methods for Business, 13th + CengageNOW, 1 term (6 months) Instant Access from $181.95

3) McGraw Hill (the publisher of this particular course material) offers UNLIMITED access to ALL Cengage digital course material from $119 PER SEMESTER. Please see: https://www.cengage.com/unlimited for more information. Disclosure – I have no idea which publisher your other classes use. It could be very beneficial to do this, or not so much. It depends on what classes you are taking and the specific books required for each class.

Please note that CNOW Access Codes are not reusable!!!
The codes are essentially “rented out” by the book publisher for a period of 6-months. University personnel (the instructor, Student Services, the Dean, etc.) have no control over the publisher’s policies concerning the use of CNOW access codes.

Please do not purchase the hardback copy of the book. It does not come with the CNOW access code and it is really expensive. Do not purchase used versions of edition 12, as these do not come with the CNOW access code (if there is a code, it has expired and cannot be used).

AFTER you purchase your course material, you MUST register for the online component of the course. You will then enter your individual CNOW access code to complete the registration process. YOU MUST HAVE YOUR OWN ACCESS CODE! Each CNOW access code is associated with an individual student! Codes cannot be shared.

To register for BSAD 30, Section A (11:40AM to 12:55PM), Fall 2018: https://www.cengage.com/dashboard/#/course-confirmation/E-Y84ENYXN4GG7G/initial-course-confirmation

To register for BSAD 30, Section B (1:15PM to 2:30PM), Fall 2018: https://www.cengage.com/dashboard/#/course-confirmation/E-Y84E3FMD79HJN/initial-course-confirmation

Registration instructions if needed https://v2.cengagenow.com/ilrn/course/createBoardingPass.do?id=77507&discipline=
**COMPUTER USAGE:**
Please bring your fully operational laptops (installed with the required software) to class with you when requested. **Students are responsible for all computer-based material that we cover both in class and outside of class. Students without functional laptops (including the required software) are NOT excused from knowing this material or activities that involve the use of the computer.** Please note that all computers in the GSB computer labs have the MS Office suite, so you can always use lab computers outside of class if you do not have a laptop.

**Required software:**
Microsoft (MS) Excel 2016. **NOTE:** For a small fee, BSAD majors may also purchase these software packages for their home computer. Please see Matt Parisi (227 Kalkin) for details. **I am using Windows 10 and Office 2016 to demonstrate specific points and solution methods in class.**

**GRADING:**
- Online homework 10%
- Exam #1 20%
- Exam #2 20%
- Exam #3 20%
- Comprehensive Final Exam 30%
- 100%
- If I make a mistake in grading or you wish to discuss a particular grade with me, please do so immediately.

**ATTENDANCE:**
- **Please note that class attendance is very important.** I understand people miss classes for a variety of reasons. Even if you have a valid reason for missing class such as a family emergency, you are sick, you have a job interview, etc., you are still responsible for all the material covered during the class that you miss. Trying to validate the reason for missing class and being fair to everyone with respect to the content and timing of makeups is not possible in large class sections. **If you miss class for any reason, you can easily see what material you missed by consulting the online class schedule.**
- You can print out the daily lecture material and take notes directly on the lecture slides or use your laptop to take notes electronically. The schedule summarizes the material covered in class and has links to all reading and notes.
- Since this class consists of in-class software demos, in-class assignments, and potentially in-class quizzes, you are strongly advised to attend every class and to BE ON TIME.
- Please let the Student Services staff and me know immediately if there are unusual / extraordinary issues such as a major illness / injury or extended hospital stay. I will work directly with Student Services to handle these situations on an individual basis.

**NOTE TAKING:**
- This is an applied problem solving course. Some students have had more exposure and experience with this type of material than others. I strongly advise you to take notes during every class meeting. I believe that reading the material ahead of time, taking good notes, and following along during class is essential to your success in this class. **It is essential to work problems.** In addition to the homework, there are problems that you can work on at the end of each chapter (the answers are provided to the even numbered problems).
HOMEWORK:
- Please purchase the Cengage course material and then complete the online registration to access the online HW through CNow. There is an access code included in the course material packet. Your course grade includes a 10% component for HW.
- All HW is administered through the CNow portal and is graded automatically. If you do not have a computer, you will need to use a lab computer. All you need is a web browser (and your personal CNow access code).
- HW is due at the designated time. Late HW receives no grade.
- You are responsible for understanding the HW assignments. The ability to complete and understand the HW will be critical for the quizzes and tests. I suggest all students spend time working all HW assignments, go over the solutions, and then ask me if you have any questions or need clarification.
- Portions of this course rely heavily on the use of computers. If you do not practice certain portions of the HW using a computer, it is possible that you will have trouble on tests and quizzes.
- I am happy to answer questions about HW assignments during office hours. Before coming to me for help you should first:
  1) Review all related notes and handouts,
  2) Read and review the related material in the book, and
  3) Attempt to solve the problem.

EXAMS:
- There will be three exams during the semester and also a comprehensive final exam.
- You MUST take all tests and quizzes in the section in which you are registered.
- I do not give makeup exams. Makeup exams tend to cause many problems (timing, space, equity, etc.). Giving some students makeup or late exams is not necessarily fair to all the other students in class who are taking the exam as scheduled. If there is a serious scheduling problem please discuss the issue with me at least two days prior to the exam and I will try and work out a way for you to take the text early (I do not guarantee this, but I will try to work something out with you).
- If you miss an exam, I will add the weight from the missed exam to the weight on your final exam. For example, if you miss an exam, the weight for your final exam will be 50% (the exam you missed, plus the weight of the final exam 20% + 30% = 50%). If you miss more than one test, the subsequent missed tests will be graded as a zero.
- There are no optional test drops. For example, you cannot choose to put more weight on the final if you do not like the grade you received on one of the tests. The re-weighting of the final exam is an emergency measure to deal with students who miss an exam for unusual circumstances.

IN-CLASS ASSIGNMENTS:
- In-class assignments are designed to keep you up to date with the material and are attendance-based (you have to be in class to participate).
- Depending on the day’s lecture and what we are doing, assignments may be held at different times, may be of different lengths, or may even be presented in different formats.

CLASSROOM DECORUM:
- Please turn off your cell phones and put them completely away during class. Do not disrupt class by taking calls or texting. If you are using electronic devices (other than laptops) during class, I will insist that you put them away. Please do not make this an issue.
- Additional note on academic integrity: Do NOT have your phones, ipods, or other electronic devices out or in your pockets during quizzes and/or tests. I will remind you to turn these off and put them in your backpacks. I consider use of these devices during tests and quizzes to be a violation of the academic integrity policy.
• It essential that you demonstrate respect for your classmates and the instructor. Class begins and ends at the scheduled time. Be on time. If you arrive late, do not disrupt the class more than is absolutely necessary. Be quiet and quickly find a seat. **Visit the bathroom before class starts.**

**OFFICE HOURS:**
• You can **ALWAYS come by my office during office hours.** You do not need an appointment. I will drop what I’m doing and address your questions.
• You can email me or call me to set up an appointment to meet with me outside my office hours. This will assure that I am in my office and can meet with you. I will make every attempt to meet with you at your convenience. The best way to ensure we can set up a mutually agreeable meeting time is to make an appointment ahead of time so we both can schedule accordingly.

**CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**
Please review the University policies regarding the student code of rights and responsibilities. “3) Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this Code. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward academic credit or satisfaction of program-based requirements or related activities.” [http://www.uvm.edu/policies/student/studentcode.pdf](http://www.uvm.edu/policies/student/studentcode.pdf)

**ACADEMIC INTEGRITY POLICY**
**You are directly responsible for abiding by the UVM Honor Code.** “I did not know” is not a valid excuse. A link to the code is provided below. Make sure you understand what constitutes violations of the policy. For example, you should clearly understand what constitutes plagiarism and cheating. And you should understand the potential sanctions for violating policies. [http://www.uvm.edu/~uvmppg/ppg/student/acadintegrity.html](http://www.uvm.edu/~uvmppg/ppg/student/acadintegrity.html)

**RELIGIOUS HOLIDAYS**
Students have the right to practice the religion of their choice. Each semester students should submit in writing to their instructors by the end of the second full week of classes their documented religious holiday schedule for the semester. Faculty must permit students who miss work for the purpose of religious observance to make up this work.

**CENTER FOR HEALTH AND WELL BEING**
The Center for Health & Wellbeing offers a wide range of services to support your mind, body, and soul while you're at UVM. We do this by providing high quality, prevention-oriented student health care, mental health services, and a vigorous program of outreach and education. We offer care at [several locations](http://www.uvm.edu/~uvmppg/ppg/student/acadintegrity.html) on campus. Primary Care: **656-3350**
Counseling and Psychiatry Services: **656-3340**