4366 Business Modeling and Decision Making

Course Description/Overview

4366 Business Modeling and Decision Making (3-0). Design and use of financial models for working capital management; cash flow projections; ratio analysis; capital budgeting; and real estate investment analysis.

This course is designed to familiarize the student with advanced computer concepts and problem-solving techniques within a business finance setting. Most examples in this course are business oriented, but the underlying problem-solving methodology and skills can be applied to each student’s area of study and interest.

As a Connect designated course this course will use active learning techniques used for developing community

Prerequisite Knowledge

BCIS 1305

Course Technology

This course is a Web-assisted course, delivered through the Cengage - SAM learning system. See additional information under Course Textbook and Required Readings.

Class Meeting Times

Technical Support

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu. SAM Support may be contacted at 800.654.9706, (option 5 followed by option 1).
Faculty/Instructor Information

Vincent Mangano  
_Instructor_  
Office: Rassman 250  
Phone: 325-486-6497

E-Mail: vincent.mangano@angelo.edu  
Office Hours:  
See schedule below  
Email is the fastest way to contact me.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9am</td>
<td>BCIS 1305-D20 28462 Class</td>
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<td>BCIS 1305-D20 28462 Class</td>
<td>Office Hours*</td>
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<td>BCIS 4366-010 28534 Class</td>
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<td>9:00 am-9:50 am RAS 225</td>
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<tr>
<td>10am</td>
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<td>9:00 - 10:45 RAS 225</td>
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<td>9:00 10:45 RAS 225</td>
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<td>10:00 am-10:50 am RAS 225</td>
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<td>10:00 am-10:50 am RAS 225</td>
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<td>10:00 am-10:50 am RAS 225</td>
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<td>12pm</td>
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<td>BCIS 1305-010</td>
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<td>Office Hours*</td>
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* available by appointment
Course Objectives

Learning Objectives:
Upon completion of this course, students will be able to...

1. Apply course material to improve thinking skills.
2. Acquire factual/practical knowledge related to business and technology.
3. Develop and present professional skills and viewpoints.
4. Demonstrate competency in team building skills as well as interpersonal, oral and written communications by preparing and presenting a professional-quality spreadsheet application in both written and presentation formats.

Student Learning Outcomes
Upon successful completion of the course, students will be able to:

1. To use advanced spreadsheet features to produce a representation and analysis of numerical data.
2. To create an original graphic image to present a financial results.
3. To create, and evaluate information relevant to a financial condition/question.
4. To create an electronic document that demonstrates a complex financial material and conveys a clear and concise result.
5. Connect! To recognize and respond to technological issues related to community services and technology applications.

Assessment Methods
Students will be assessed on the completion of specific projects, exams, and team projects administered through the SAM system (as per the attached schedule) and field related assignments. Students will be expected to complete all assignments on a timely basis.

Weighted Value of Assignments

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>SAM assignments</td>
<td>60%</td>
</tr>
<tr>
<td>Team/Group Project</td>
<td>25% Team Peer Review included in group project grade</td>
</tr>
<tr>
<td>Final Grade</td>
<td>15%</td>
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</tbody>
</table>
Course Textbook and Required Readings

BCIS 4366 - [www.cengagebrain.com/course/1919171](http://www.cengagebrain.com/course/1919171)

Bundle of book and SAM Access Code


[9781337353823](http://www.cengagebrain.com/course/1919171) this printed text (with access code) would only be required should the student require a printed text.

SAM Access Code only

**Sam - LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap® Reader, (6 months) Printed Access Card | 9781337114004**

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You must use **Microsoft Excel 2016** to complete your assignments and projects in this class. (This version is in all of the micro computer labs at ASU.)

**THE INSTITUTION KEY FOR ASU IS: T2129624**

SAM 2016 requires Adobe Flash Player. This is a free download at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

**Grading Policies**

Grades are computed on a point scale and converted to percentages based on the total number of points accumulated over the course.

The grading scale is as follows:

- **A** 90-100%
- **B** 80-89.999999%
- **C** 70-79.999999%
- **D** 60-69.999999%
- **F** Below 60%

Except in cases of actual error, final grades are permanent.
Cases and Projects

Cases and projects in this class will consist of the following:

1. In-class assignments. Occasionally you will have the occasion to earn points on in-class exercises. These are usually mandatory exercises related to the material that was covered during the class period or new material presented in class at the time. There is no make-up work for these assignments; these points depend on your being in class and being prepared.

2. SAM 2016 assignments. These projects and assignments are essentials to the learning and development of the student. There will be a project assigned weekly with an assigned value for each assignment. Each subject matter will have a comprehensive project worth 100 points. You may submit your SAM assignments up to two times, and the highest grade will be recorded. SAM project assignments will represent at least 60% of your grade.

There will be no exams this semester, all assessment will be completed through projects and team assignments.

A team assignment will be a community based assignment working with a non-profit organization demonstrating the advanced skills acquired through the semester. The Group/Team assignment is worth 25% of the class grade.

Final assessment will be a Capstone project valued at 15% of the class grade.

Response Time
Instructor will respond within 24 business hours of inquiry or sooner, students are expected to respond within the same time frame. All students are expected to check their email daily. The listed Ramport email will be the email used for all email communication.
Missed/Late Work

No late work (exams or assignments) will be accepted for any reason. This means that you should plan ahead to complete assignments and exams early. Do not wait until one hour before an exam or assignment is due to try and complete it. Remember Murphy’s Law: Whatever can go wrong will go wrong, and at the worst possible time. If a student procrastinates, this law usually applies.

You are responsible for all material covered and all assignments given, regardless of personal illness, family emergency, or computer system failures. Reasonable deadlines have been set to ensure that you have ample time to complete all assignments, given that you do not wait until the last minute.

Amnesty Day is a day assigned to make up (or improve) up one assignments. This day is announced only once in a given semester and will be announced in class only. Assignments are limited to projects and will not include any mandatory attendance assignments.

Participation/Absenteeism

Attendance is required for all classes as stated in the University Bulletin and will be recorded. Attendance is based on the assignment completion. In order to get credit for attending class the student must complete each assigned module according to class/assigned schedule; otherwise, the absence will stand as recorded.

Extra Credit Work

There is no extra credit work for individuals. Extra credit opportunities for individuals discriminate against students who submit their work in good order and on time; therefore, I don’t allow extra credit assignments, unless I do so for the entire class. If you keep up with your regular work, there will be no need for extra credit work; however I reserve the right to offer extra credit assignment to enhance the student experience.

Final Exam/Project

The final project will consist of creating a working document/application that improves the operational impact of a community service organization.

The completed final project will be due prior to or on the final exam week.

Course Policies

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook.
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It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

**College of Business Code of Ethics**

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, lifestyle, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

**Accommodations for Disability**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.
**Student absence for religious holidays**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit [http://www.angelo.edu/services/registrar_office/course_drop_provisions.php](http://www.angelo.edu/services/registrar_office/course_drop_provisions.php).

**Incomplete as a Course grade**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I's.

**Grade Appeal Process**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: [http://www.angelo.edu/content/files/14196-op-1003-grade-grievance](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance).
Course Schedule Outline

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<tr>
<th>Month</th>
<th>Start Date</th>
<th>End Date</th>
<th>Assignment</th>
<th>Note</th>
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<tbody>
<tr>
<td>Aug/Sept</td>
<td>8/28</td>
<td>9/3</td>
<td>Introductions/Assessment</td>
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<tr>
<td>Sept</td>
<td>9/4</td>
<td>9/10</td>
<td>02 Chapter 1 Getting Started with Excel/Chapter 2 Formatting Workbook Text and Data</td>
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<td>9/11</td>
<td>9/17</td>
<td>03 Chapter 3 Performing Calculations with Formulas and Functions</td>
<td>Labor Day Weekend</td>
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<td>9/18</td>
<td>9/24</td>
<td>04 Chapter 4 Analyzing and Charting Financial Data</td>
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<tr>
<td>Sept/Oct</td>
<td>9/25</td>
<td>10/1</td>
<td>05 Capstone 1-4 and Field Project Discussion</td>
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<td>10/2</td>
<td>10/8</td>
<td>06 Chapter 5 Working with Excel Tables, PivotTables, and PivotCharts</td>
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<td>07 Chapter 6 Managing Multiple Worksheets and Workbooks</td>
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<td>10/16</td>
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<td>08 Chapter 7 Developing an Excel Application</td>
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<td>10/29</td>
<td>09 Chapter 8 Working with Advanced Functions Chapters 5-8 Capstone</td>
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<td>Oct/Nov</td>
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<td>10 Chapter 9 Exploring Financial Tools and Functions</td>
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<td>11 Chapter 10 Performing What-If Analyses</td>
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<td>12 Chapter 11 Analyzing Data with Business Intelligence</td>
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<td>13 Chapter 12 Collaborating on a Shared Workbook</td>
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<td>12/14</td>
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This schedule is subject to change