COURSE NAME: Business Decision Computer Tools
COURSE NUMBER: 11:373:210
SEMESTER: Spring 2020
MEETING DAYS, TIMES, AND PLACE: Tuesday, 9:15 AM to 10:35 AM, WAL-209
Friday, 9:15 AM to 12:15 PM, WAL-209

PREREQUISITE:
BDCT is open to 373 majors and minors who have successfully completed an introductory level microeconomics course (e.g., 11:373:121 or 01:220:102). Knowledge of marketing and management will also be useful.

CONTACT INFORMATION:
Instructor(s): Nazia Arbab
Office Location: Cook Office Building
Phone: 848-932-5173 Email: nazia.arbab@rutgers.edu
Office Hours: By Appointment

COURSE WEBSITE, RESOURCES AND MATERIALS:
Course content will be provided online through Sakai course website. Students may access Sakai at http://sakai.rutgers.edu/ by using their Rutgers account username and password. Please check the Sakai class website regularly for updates, readings (links to PDFs), required datasets, and class PowerPoints for lectures.

COURSE DESCRIPTION:
This is an applied economic computer course that focuses on design, analysis, solution, and communication in business and economic problems using spreadsheets, statistical software, databases, graphics, and presentation tools. The course also looks at internet-based materials found in business and the applicability of technology to business and academics.

LEARNING GOALS:

1. To identify and use current software and technology for supporting business decisions.
2. To learn basics of data analytics and its role in business decisions.
3. Identify the functions, use, and components of data management system(s).
4. To identify the functions, use, and components of data management tool(s) and database management system(s).
5. Identify the functions, use, and components of project management.
6. To learn basics of designing business web-based page.

ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:

Grading will be based on a combination of the following:

Lab exercises 60%
In-class participation 10%
Exams 30%
Class format and structure

Format
BDCT consists of one 80-minutes lecture and one 3-hour computer laboratory weekly.

Examinations
Two exams will be given. They total 30% of the final grade. Any material from the lectures, readings, or labs may be included on the exams. The lab exam (if given) will include materials from the various lab exercises.

There is no final, cumulative exam.

Lab Projects
There are approximately 12 lab projects. They are due at the beginning of the following week’s lab session. These projects will count for 60% of the course grade. NO late labs will be accepted. It is not advisable to miss a lab. If more than one lab is missed, it will be handled on a case-by-case basis. If you know that you will miss a lab due to a medical reason, or other important event, inform the instructor well in advance.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES
Please follow the procedures outlined at https://ods.rutgers.edu/students/registration-form. Full policies and procedures are at https://ods.rutgers.edu/.

ABSENCE POLICY
Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website https://sims.rutgers.edu/ssra/ to indicate the date and reason for your absence. An email is automatically sent to me.

COURSE SCHEDULE:
Tentative schedule: (I reserve the right to alter the schedule as and when necessary during the course of the semester).
See the most recent syllabus for a detailed listing of topics that will be covered.

Week 1-2.
Topics:
- Course Introduction
- Components of spreadsheets in Data Management
- Organization of data in MS Excel
- Visualization and data analysis in MS Excel
- Data and statistical calculations in MS Excel, and interpretation of results

Week 3-5.
Topics:
- SPSS and STATA as statistical analytical software tools in Data Management
Week 6-7. (Including exam week)
Topics:
- Functions, use, and components of project management
- Project plan using MS Project
- Identification of tasks and resources to complete the project
- Linking the task and resources together in a gantt chart

Week 8-9.
Topics:
- Database management systems
- Create database in MS Access
- Development of database forms and reports in MS Access.
- Relational database (one to many and many to many)
- Use of queries to organize and extract information from the database

Week 10-11.
Topics:
- Basic web design using HTML manual coding
- Development of multi-page website
- Cascading, Style sheet
- Basic web page building using WordPress

Week 12-14 (Including exam week)
Topics:
- Basics of business collaboration tools
- Use, features and functions of Office 365
- Basic understanding of Microsoft business intelligence tool
- Web-based collaborative platforms including SharePoint & Slack

FINAL EXAM/PAPER DATE AND TIME
Online Final exam Schedule: http://finalexams.rutgers.edu/

ACADEMIC INTEGRITY
The university's policy on Academic Integrity is available at http://academicintegrity.rutgers.edu/academic-integrity-policy. The principles of academic integrity require that a student:
- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.
Adherence to these principles is necessary in order to ensure that
  • everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
  • all student work is fairly evaluated and no student has an inappropriate advantage over others.
  • the academic and ethical development of all students is fostered.
  • the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

STUDENT WELLNESS SERVICES

Just In Case Web App  http://codu.co/cee05e
Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

Counseling, ADAP & Psychiatric Services (CAPS)
(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ www.rhscaps.rutgers.edu/
CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students’ efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)
(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / www.vpva.rutgers.edu/
The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services
(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / https://ods.rutgers.edu/
Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

Scarlet Listeners
(732) 247-5555 / https://rutgers.campuslabs.com/engage/organization/scarletlisteners
Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.