

ESI4356: Spreadsheet Based Decision Support Systems

Class Periods: T, R 5-6 (11:45 am – 1:40 pm)

Class Location: FLG 280

Academic Term: Fall 2022

Instructor:

Ms. McKenzie Landrum - landrum@ise.ufl.edu, (352-294-7732)

Office Hours: Posted on the homepage of Canvas

Teaching Assistants:

Please contact through the Canvas website

Course Description

Applications of decision support systems in industrial and systems engineering; Developing and implementing decision support systems arising in industrial and systems engineering using popular database management and spreadsheet software; Microsoft Excel; Visual Basic for Excel. (4 credits).

Course Pre-Requisites / Co-Requisites

COP 2271 and ESI 4312 with minimum grades of C.

Course Objectives

To understand the usefulness of decision support systems arising in the practice of industrial and systems engineering; to become expert users of spreadsheets and to learn how to take advantage of a large array of tools available in spreadsheet programs; to learn how to accomplish tasks programmatically in a spreadsheet and how to design user friendly graphical user interfaces; to understand the issues that arise in the conceptual development and implementation of effective and user friendly decision support systems; to design, develop, and implement integrated decision support systems for industrial and systems engineering applications.

Professional Component (ABET):

This is a course with significant design content. Throughout the semester, students will complete a team project expected to meet specific design criteria.

This course supports the ISE undergraduate program educational objectives of producing graduates who

- “will be successful professionals in industrial and systems engineering or other disciplines”,
- “can acquire advanced knowledge through continuing education or advanced degree programs”
- “can become active leaders in their profession and/or community”

Relation to Program Outcomes (ABET):

Outcome	Coverage*
1. Ability to identify, formulate and solve engineering problems by applying principles of engineering, science and mathematics	High
2. Ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare as well as global, cultural, social, environmental, and economic factors	High
3. Ability to communicate effectively with a range of audiences	High
4. Ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	Low
5. Ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks and meet objectives	High
6. Ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	Medium
7. Ability to acquire and apply new knowledge as needed, using appropriate learning strategies	Low

*Coverage is given as high, medium, or low. An empty box indicates that this outcome is not covered or assessed in the course.

Required Textbooks and Software

No textbook is required. Lectures will be provided to students through videos posted on Canvas and in-class presentations. Other course materials, including instructions, slides and exercises can also be downloaded from the course website on Canvas.

The development software required for this course is Microsoft Excel 2013 or later.

Recommended Textbook

Developing Spreadsheet-Based Decision Support Systems – Using Excel and VBA for Excel

Authors: Michelle Seref, Ravindra Ahuja, and Wayne Winston

ISBN: 0975914650

Materials and Supply Fees

None

Course Schedule

Week	Tuesday	Thursday	Assignment (due Monday at 11:59 pm unless otherwise stated)
1		Intro	
2	Intro to VBA	Intro to VBA	Intro Assignment
3	User Forms and Objects	User Forms and Objects	Intro to VBA Assignment
4	Collections	Collections	User Forms and Object Assignment
5	Advanced User Interface	Advanced User Interface	Collections Assignment
6	Advanced User Interface	Exam (in class)	Advanced User Interface Assignment
7	Functions and Formulas/Dynamic Charts/Pivot Tables	Functions and Formulas/Dynamic Charts/Pivot Tables	Project Team Maker Assignment (Due Friday)
8	Statistical Analysis/Simulation	Statistical Analysis/Simulation	Functions and Formula Assignment
9	Solver	Solver	Statistical Analysis/Simulation Assignment
10	Solver	Exam 2 (in class)	Solver
11	Project Work	Project Meeting 1	
12	Project Work	Project Work	
13	Project Work	Project Meeting 2	Peer Evals (Due Friday)
14	Project Work		
15	Project Work	Project Meeting 3	Peer Evals (Due Friday)
16	Project Work		
Finals Week			Peer Evaluations (Due Wednesday)

Attendance Policy and Class Expectations

This class is a flipped course and will require you to watch video lectures outside of class and participate in exercises during the class time. Only a few exercises will be due each week, however, exams will cover material from all exercises and you will be expected to know this material.

Attendance is not required, but it will be to your benefit to attend all lectures. If you have completed all the current week's exercises, you can either watch the lecture videos for the next week or assist your classmates understanding the material. The instructor will not repeat material in office hours just because you didn't attend class.

Lectures are there to facilitate efficient learning, not chatting with friends, surfing the net, or sleeping. You should be focused on the course material and the in-class exercises assigned, not on activities that do not involve course work. Those who behave inappropriately will be asked to leave.

Make-Up Policy

Excused absences require appropriate documentation.

If you missed an exam due to a health problem, you will need to provide documentation that indicates the date of the visit. A note indicating that you were seen at the health center the day of the exam is not sufficient documentation of a medically excused absence from an exam. The note must say that you were medically unable to take the exam.

In case of an exam conflict, you will need to present evidence of the conflict to the instructor.

Employment interviews, employer events, weddings, vacations, etc. are not excused absences.

Excused absences must be consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

Assignments & Grade Disputes

Your grade will be based on two night-exams, weekly assignments, and a team project. In each exam, I include a few challenging tasks, which only the best students will be able to answer. These are the questions that distinguish the A students.

All assignments must be submitted via E-learning unless specified otherwise.

Assignment deadlines are rigid. **If you do not submit before the deadline or submit the wrong file, you will receive a zero.** Only the instructor has the authority to grant late submissions.

Exam-1	30%
Exam-2	30%
Assignments	15%
Team project	25%

Exam grade disputes must be made to the instructor within one week after grades are posted. Any grade dispute after the specified period will not be considered. The following describes the procedure:

- (1) Within one week after your grade has been posted, e-mail the instructor requesting a grade breakdown,
- (2) Compare your solution to the solution posted on the website using the detailed grade breakdown you receive,
- (3) If you still have questions about your grade, to resolve the issue either go to the instructor's office hours or request an appointment.

Project Meeting	November 3
Project Meeting	November 17
Project Meeting	December 1
Project Code Due	December 10
Document & Presentation Due	December 12
Presentation	December 12-14

Project teams will consist of 6-8 students. Throughout the semester, you will evaluate your teammates and you will be evaluated by them. Your grade will be based not only on your team score but also on your teammates' evaluations of you.

Project development will take place in stages with specific deadlines. For each deadline the project deliverable and peer evaluations are due at the time specified on Canvas. The deadlines shown in the table are tentative and are subject to change with notice.

Grading Policy

There may or may not be a curve at the end of the semester. This depends on the overall performance of the class throughout the semester.

Please keep in mind that this is a challenging and time-consuming course, and the percentage of As has historically been in the 10% range. You have to study hard and perform well in every course activity in order to deserve an A.

Please note that **this is a required course for ISE students. This means that you must earn, at a minimum, a C in order to satisfy the requirement.**

More information on UF grading policy may be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

Online Course Recording

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Grade	Range	Grade Points
A	[93-100]	4.00
A-	[90-93)	3.67
B+	[87-90)	3.33
B	[83-87)	3.00
B-	[80-83)	2.67
C+	[77-80)	2.33
C	[73-77)	2.00
C-	[70-73)	1.67
D+	[65-70)	1.33
D	[60-65)	1.00
D-	[55-60)	0.67

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code (<https://sccr.dso.ufl.edu/process/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Jennifer Nappo, Director of Human Resources, 352-392-0904, jpennacc@ufl.edu
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa.html>

Campus Resources:

Health and Wellness

U Matter, We Care:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: <https://counseling.ufl.edu>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the [Office of Title IX Compliance](mailto:title-ix@ufl.edu), located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

COVID-19

- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus.
- If you are withheld from campus by the Department of Health through Screen, Test & Protect, you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling; <https://career.ufl.edu>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>; <https://care.dso.ufl.edu>.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.