

August 10, 2008

Dear MBA Student:

Welcome to the on-line course MBA 635, Business Analysis for Effective Decision Making, for fall 2008. This course begins on September 2 and ends on December 19. This course is based on reading assignments (lecture notes and textbook), practice examples and discussions, assignments, and exams.

This course requires considerable work with the software Excel, which is used as a base to teach various methods in decision making. Required software-add ons are available through the CD included in the text book. It is essential that you are familiar with basic spreadsheet functions of Excel, and I encourage everybody to refresh your ability to work with Excel, if you haven't used it for some time.

Class discussion will take place throughout the semester, to allow for interaction between all of you.

The following textbook is used:

Managerial Decision Modeling with Spreadsheet, Balakrishnan, Render, Stair, 2nd edition, Person/Prentice Hall, ISBN 0-13-195114-9.

Please obtain the book as soon as possible. You can check the Marist bookstore at <http://marist.bkstore.com> for availability and ordering.

Additionally, online reading assignments from the current press might be assigned as needed. Please make sure that you are familiar with accessing the Marist College Online Library at <http://www.marist.edu/library/>, using your Marist K account (see also next paragraph).

In order to access the course, go to <http://elearning.marist.edu>. Your login is your Marist K account: For new students, your initial password is the first eight digits of your social security number. If you do not have or know your Marist K account, contact the Marist College HELP Desk at (845) 575-4357 and request an account.

If this is your first course in the on-line MBA Program or your first course using the new *Educator* software, please click on the student tutorial and course demo links at the bottom of the login page. You may have to experiment a little but these resources should provide an overview of how you will navigate your real course.

The course will open on August 29, 2008, and actual course work will commence on September 2.

Once again, welcome to the course in Decision Making!

Sincerely,

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