BMIS 211, Introduction to Business Decision Support, is a prerequisite for BMIS 311, Management Information Systems. If a student wants to register for BMIS 311 but has not taken BMIS 211, and the student believes that s/he already knows the material covered in BMIS 211, s/he may challenge BMIS 211 by taking a comprehensive examination in the subject matter of the course. Performance in the examination will become the basis for a grade in the course, and the results will be recorded on the student's permanent academic record at the end of the term in which the challenge exam is taken. A student may not seek to challenge BMIS 211 if s/he does not intend to register for BMIS 311.

The student must complete the attached “Petition to Challenge a Course” and follow the instructions on the form. The form requires the signature of the “instructor, who will conduct the challenge.”

Per MUS Regents’ policy, the student will be charged a fee of $30 per credit, or a total of $90, prior to taking the challenge exam.

The learning objectives for BMIS 211 are attached. This list should serve as a guide to students in deciding whether to challenge BMIS 211.
BMIS 211 LEARNING OBJECTIVES

The learning objectives have been organized into three general areas with topic sub-categories. Specific learning objectives are the “lettered” statements within area and sub-category. By the end of this course, a successful student will be able to:

I. Transforming Data to Information, Analysis and Presentation of Information, Financial and What-if Modeling (EXCEL)
   1. Documentation & Formatting
      a. Create accurate and effective workbook documentation
      b. Create attractive and easy to read worksheets
      c. Freeze/unfreeze panes
      d. Insert and delete sheets within a workbook
      e. Name worksheets
   2. Basic Formulas & Functions
      a. Create correct formulas using basic mathematical operations
      b. Use functions such as SUM() and AVERAGE()
      c. Differentiate between absolute and relative cell addressing
      d. Demonstrate the ability to copy functions without error
      e. Use Copy, Paste, and Paste Special commands
      f. Use basic Time and Date functions
   3. Charts & Graphs
      a. Determine the appropriate chart type for data to be displayed
      b. Create attractive and easy to read charts
      c. Demonstrate the ability to insert, move, and delete chart objects
      d. Preview and print chart objects
   4. Excel Lists & Pivot Tables
      a. Create an Excel list
      b. Add, delete, and sort records in an Excel list
      c. Perform elementary “queries” on the data in the Excel table
      d. Create a Pivot Table
      e. Filter and sort data in Pivot Tables
      f. Create a Pivot Chart from Pivot Table data.
   5. Multiple Sheets
      a. Use and reference multiple sheets in a workbook
      b. Format and copy formulas across sheets
      c. Link multiple spreadsheets
      d. Create template worksheets
   6. Logical & Lookup Functions
      a. Use Boolean functions IF(), AND(), and OR()
      b. Use Lookup functions
      c. Use Conditional Data Summary and Database functions.
   7. Spreadsheet Applications
      a. Name cells and ranges
      b. Manage cell and range names
      c. Apply various Data Validation techniques
      d. Protect worksheets and ranges
      e. Record and use macro programs
      f. Apply security settings macros
      g. Attach macros to buttons
      h. Save and open worksheets with macros
   a. Learn available financial functions
   b. Use Help and other tools to understand how to use financial functions
   c. Demonstrate use of workbook auditing tools

9. Decision Tools
   a. Create simple business models in workbook
   b. Use Goal Seek tool
   c. Create and use one and two variable Data Tables
   d. Create and use scenarios
   e. Use solver to optimize models

II. Effective Design, Queries, Forms and Reports to Summarize and Report Information
   (ACCESS)
1. Tables
   a. Create databases and tables with fields
   b. Add, modify, delete, and find fields in records
   c. Add, modify, delete, and find records in tables
   d. Modify table characteristics
   e. Set primary and foreign keys
   f. Create relationships between tables
   g. Import and Export data from database and spreadsheet

2. Queries
   a. Create and modify queries to select specific fields and records
   b. Create calculated fields
   c. Create a query to display summary statistics

3. Forms & Reports
   a. Create Forms
   b. Modify Forms by moving, resizing, deleting fields, and adding controls
   c. Use Forms to view table data & locate specific records
   d. Use Forms to input data
   e. Add Buttons to Forms
   f. Create Reports
   g. Modify Reports by moving, resizing, deleting fields and adding controls
   h. Use Headers, Footers, and Group “bands” in Reports
   i. Create Reports containing Subtotals and Grand Totals

III. Effective Communication of Decision Analysis (WORD and PowerPoint)
1. WORD
   a. Inserting special symbols and page breaks in a document
   b. Use of grammar, spell checking, and similar tools
   c. Use drawing tools to create custom diagrams
   d. Create and manipulate tables with WORD
   e. Insert worksheet, chart/graph, or query/report into a document
   f. Use Page numbering
   g. Create Headers and Footers

2. PowerPoint
   a. Create custom themes
   b. Modify presentation order and slide type
   c. Use appropriate slide transitions and animations
   d. Create speaker notes and audience handouts
   e. Demonstrate the use of “best practices” when creating/giving presentations
   f. Insert video/spreadsheets/charts/graphs into a presentation
PETITION TO CHALLENGE A COURSE

Please Print

Name ____________________________________________

Student ID _______________________________________

Address ______________________ (Street) 

__________________________ (City, State, Zip) 

Phone _______ _______ _______

Challenge provides the opportunity to earn college credits and grade points without formal course enrollment. A student who has completed the work of a college course on his or her own initiative and time, may, with the approval of the student’s academic advisor, the instructor, the department heads, and the college deans, take a comprehensive examination in the subject matter of the course. Performance in the examination will become the basis for a grade in the course, and the results will be recorded on the student’s permanent academic record at the end of the term which the challenge exam is taken. Students must be registered at MSU when they take the challenge examination, and they must have passed ten credits of regular course work at Montana State University before the challenge grades will be recorded on their permanent record.

The challenge examination for credit in a course which is a prerequisite to a second course must be taken before completion of the second course. Students who have enrolled in a regular or an extension course and received a grade other than W or have taken a regular or an extension course for zero credit may not challenge that course. Challenges are not permitted in any 280, 470, or 480 courses.

A fee of $30 per credit assessed and must be paid prior to taking the challenged exam.

I APPROVE THIS PETITION FOR CHALLENGE:

__________________________________________  __________________
Student’s Signature          Date

__________________________________________  __________________
Instructor conducting Challenge Date

INSTRUCTIONS

1. Obtain approval (signatures) of all the individuals listed below.
2. Return the signed petition to the Registrar’s Office who will issue a “Grade Card for Advanced Standing by Challenge” for the student to pick up within 3 working days, provided the student meets all the necessary requirements.
3. The student must present the “Grade Card” to the instructor prior to the challenge process.
4. When the challenge process has been completed, the instructor will record the appropriate grade on the “Grade Card” and return it to the Registrar’s Office in a timely manner.

I wish to challenge the following course:

DEPARTMENT ________________

NUMBER ________________

COURSE ________________

CREDITS ________________

I am currently registered for ___ credits for the _____ semester, 20___, and I have completed ___ credits at MSU-Bozeman.

__________________________________________  __________________
Student’s Advisor          Date

__________________________________________  __________________
Head of Dept where course is offered Date