

University of Miami
School of Business

Last Revised
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Robert T. Grauer

Office Phone: 305 284-1961
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Current Academic Rank: Associate Professor
Primary Department: CIS
Secondary or Joint Appointments:
Citizenship: US

HIGHER EDUCATION

Institutional:

Ph. D., Operations Research, Polytechnic Institute of Brooklyn, June 1972. Doctoral dissertation, "Characterization of Educational Dynamics"; the development of an Industrial Dynamics model of a suburban school district, through synergistic use of regression, simulation, and experimental design techniques.

M. S., Industrial Engineering, Polytechnic Institute of Brooklyn, June 1969.

One year graduate study in Operations Research and Computer Science, Cornell University, 1966-1967. National Science Foundation Traineeship.

B. S. (cum laude), Mechanical Engineering, Rensselaer Polytechnic Institute, 1966. Tau Beta Pi, Pi Tau Sigma, Alcoa Scholarship, Phi Epsilon Pi Scholarship, NY State Regents Scholarship, Rensselaer Scholarship.

EXPERIENCE

Academic:

Associate Professor 1977 - Present
Department of CIS
University of Miami

Assistant Professor 1973 - 1977
Department of Statistics
Bernard Baruch School of Business
City University of New York

Assistant Professor 1970 - 1973
Department of Graduate Management Engineering
C.W. Post College

Non-Academic:

Engineer, Econometrics Modeling Group 1969 - 1970
Grumman Corporation
Bethpage, New York

Engineer, Management Controls Group 1967 - 1969
Sperry Systems Management Division
Syosset, New York

PUBLICATIONS

Juried or Refereed Journal Articles and Exhibitions:

Grauer, R. T., "Debugging as a Pedagogic Technique", *The Journal of Data Education*, Volume XXIII, Number 3, Spring, 1983.

Grauer, R. T., "Predicting Educational Achievement", *Journal of Educational Technology Systems*, Volume 8, Number 4, Spring 1980.

Grauer, R. T., "On the Modeling of Educational Systems/II", *Journal of Educational Technology Systems*, Volume 4, Number 4, Spring 1976.

Grauer, R. T., and Deutsch, S. J., "On the Modeling of Educational Systems", *Journal of Educational Technology Systems*, Volume 1, Number 4, Spring 1973.

Refereed Works Accepted for Publication:

Manuscripts Under Review/Under Revision:

Books and Monographs Published:

Grauer, R. T., with Poatsy, Hulett, Krebs, Mulbery, Mast, Hogan, *Exploring MS Office 2010 Series*, Prentice Hall, 2010 (effectively the 8th edition of the Exploring Office series). This is an ongoing effort that includes individual texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined Office Volumes I and II (total page count exceeds 2500 pages). Additional modules include Windows 7.0, Computing Concepts, Web 2.0, and Integrated Projects. The *Exploring Office* series is a recognized leader in undergraduate and technical education and is in use throughout the United States and abroad (England, Canada, and Australia).

Grauer, R. T., with Hulett, Krebs, Lockley, Mulbery, and Scheeren, *Exploring MS Office 2007 Series*, Prentice Hall, 2007 (effectively the 7th edition of the Exploring Office series). This is an ongoing effort that includes individual texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined Office Volumes I and II (total page count exceeds 2500 pages). Additional modules added in 2008 include Windows Vista, Publisher, Computing Concepts, and Integrated Projects with other authors (Stevens and Hogan). The *Exploring Office* series is a recognized leader in undergraduate and technical education and is in use throughout the United States and abroad (England, Canada, and Australia). This is a very significant revision as Office 2007 has changed significantly from its predecessor.

Grauer, R. T., and Barber, M. *Exploring Microsoft Office 2003 Series*, Prentice Hall, 2005 (effectively the 6th edition of the Exploring Office series); Includes individual MOS certified texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined Office Volumes I and II. Additional modules in the series include Microsoft Windows, VBA, Computing Concepts, and Internet coverage; approximately 2,200 pages in total. The *Exploring Office* series is a recognized leader in undergraduate and technical education and is in use throughout the United States and abroad (England, Canada, and Australia).

Grauer, R. T., and Barber, M. *Exploring Microsoft Office XP Series*, Prentice Hall, 2001 (effectively the 5th edition of the Exploring Office series); Includes individual MOUS certified texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined Office Volumes I and II. Additional modules in the series include Microsoft Windows, VBA, Computing Concepts, and Internet coverage. The

Exploring Office series is a recognized leader in undergraduate and technical education and is in use throughout the United States and abroad (England, Canada, and Australia).

Grauer, R. T., and Barber, M. *Exploring Microsoft Office 2000 Series*, Prentice Hall, 1999 – Includes individual MOUS certified texts at Expert level for Microsoft Word, Excel, Access, and PowerPoint, plus combined Office Volumes I and II. Additional modules in the series include Windows 2000, VBA, Computing Concepts, and Internet coverage. The *Exploring Office* series is a recognized leader in undergraduate and technical education.

Grauer, R. T., Vazquez, C., and Buss, A., *COBOL: From Micro to Mainframe, Third Edition*, Prentice Hall, 1998

Grauer, R. T., and Barber, M. *Exploring Microsoft Office 97 Series*, Prentice Hall, 1997 – Includes individual texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined texts for Microsoft Office Volumes I and II. Additional modules in the series include Windows 98, Computing Concepts, and Internet coverage.

Grauer, R.T., and Marx, Gretchen – *Exploring the Internet/2e*, Prentice Hall, 1997

Grauer, R. T., and Barber, M. *Exploring Microsoft Office 95 Series*, Prentice Hall, 1995 – Includes individual texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined texts for Microsoft Office Volumes I and II. Additional modules in the series include Windows 95, Computing Concepts, and Internet coverage.

Grauer, R.T., and Marx, Gretchen – *Exploring the Internet*, Prentice Hall, 1995

Grauer, R. T., and Barber, M. *Exploring Microsoft Office 4.3 Series*, Prentice Hall, 1994 – Includes individual texts for Microsoft Word, Excel, Access, and PowerPoint, plus combined text for Microsoft Office Volume I. Additional modules in the series include Windows 3.1.

Grauer, R. T. and Barber, M. *Exploring WordPerfect 6.0*, Prentice Hall, 1994.

Grauer, R. T. and Barber, M. *Exploring Lotus 4.0*, Prentice Hall, 1994.

Grauer, R. T. and Vazquez, C., *COBOL: From Micro to Mainframe, Second Edition*, Prentice Hall, 1994

Grauer, R. T., *Advanced Microcomputer Applications*, McGraw Hill, 1993

Grauer, R. T. and Barber, M., *Database Management through dBASE IV and SQL*, McGraw Hill, 1992.

Grauer, R. T. and Sugrue, P. K., *Microcomputer Applications Third Edition*, McGraw Hill, 1991

Grauer, R. T. and Vazquez, C., *COBOL: From Micro to Mainframe (Volume I: Structured COBOL Programming)*, Prentice Hall, 1991

Grauer, R. T., *COBOL: From Micro to Mainframe (Volume II: The IBM Environment)*, Prentice Hall, 1990.

Grauer, R. T. and Barber, M., *Database Management through dBASE*, McGraw Hill, 1989.

Grauer, R. T. and Sugrue, P. K., *Microcomputer Applications Second Edition*, McGraw Hill, 1989.

Grauer, R. T. and Sugrue, P. K., *Microcomputer Applications*, McGraw Hill, 1987.

Grauer, R. T., *Structured COBOL Programming*, Prentice-Hall, 1985. (Translated into Portuguese).

Grauer, R. T., *The IBM COBOL Environment*, Prentice-Hall, 1984. Twice book-of-the-month by the Library of Computer and Information Sciences; Cited by *The IBM Systems Journal* as suggested reading, September, 1984.

Grauer, R. T., *Structured Methods Through COBOL*, Prentice-Hall, 1983.

Grauer, R. T., *TRS-80 COBOL*, Prentice-Hall, 1983.

Grauer, R. T., *COBOL: A Vehicle for Information Systems*, Prentice-Hall, 1981. (Selection of the McGraw Hill Book Club).

Grauer, R. T., *A COBOL Book of Practice and Reference*, Prentice-Hall, 1981. (Selection of the McGraw Hill Book Club).

Grauer, R. T. and Crawford M. A., *Structured COBOL: A Pragmatic Approach*, Prentice-Hall, 1981. (Translated into Spanish and Italian.)

Grauer, R. T. and Crawford M. A., *The COBOL Environment*, Prentice-Hall, 1979. Book-of-the-month selection by the Library of Computer and Information Sciences.

Grauer, R. T. and Crawford M. A., *COBOL: A Pragmatic Approach*, Prentice-Hall, 1978.

Book Reviews:

Other Works, Publications and Abstracts:

Grauer, R. T., "On the Teaching of Spreadsheets: Concepts versus Keystrokes", *Interface*, No. 4., Winter 1990.

Grauer, R. T., and Barber, M., "Structured Methodology in a dBASE Environment", *Interface*, Volume 10, No. 2, Fall 1989

Grauer, R. T., "COBOL 8X - Teaching the New Compiler", an invited paper presented at the Fourth Conference on Information Systems Education and published in its Proceedings, in Houston, 1985.

Grauer, R. T., Gordon, J., and Schimmel, M., *BASIC Is Child's Play*, Prentice Hall, 1984. (A series of 5 books on BASIC programming.)

Grauer, R. T., "Improving Productivity of COBOL Programmers", an invited paper presented at the National Computer Conference in Anaheim, May 1983.

Grauer, R. T., "Teaching the COBOL Sequence", an invited paper presented at the Second Conference on Information Systems Education and published in its Proceedings, in Chicago, 1983.

Grauer, R. T., "The Balance Line Algorithm for Sequential File Maintenance", an invited paper presented at the First Conference on Information Systems Education and published in its Proceedings, in Chicago, 1982.

Grauer, R. T., "Report Writer Made Simple", *Interface*, Volume 2, Number 3, Fall 1980.

Grauer, R. T., "Physician Heal Thyself: How Programmers Can Improve Their Documentation", *Interface: Data Processing Management*, Spring 1980.

Grauer, R. T., "An Automated Approach to Affirmative Action", *Personnel*, September-October 1976.

Grauer, R. T., "An Evaluation of Rocchio's Clustering Algorithm", pp.243- 64; published as Chapter 11 in *The SMART Retrieval System*, Prentice-Hall, 1971.

PROFESSIONAL

Funded Research Performed:

Editorial Responsibilities:

Editorial Boards:

Reviewer/Discussant:

Frequent panel participant and/or leader in PHit (Prentice Hall Information Technology) seminars on a variety of subject areas

Regular Beta Tester for Microsoft on a variety of software products

Professional and Honorary Organizations:

Consultant to IBM for COBOL maintenance
Consultant to American Express for technical training
Consultant to Tandy Corporation in COBOL training

Developed a series of seminars that were offered to programmers nationwide through local DPMA chapters and the Management Development Foundation. Seminar titles include "Improving Productivity of COBOL Programmers", "Building Programmer Performance through OS JCL", "Structured Methods Through COBOL" and "ABEND Debugging".

Honors and Awards:

Listings:

Other Professional Activities (e.g., papers presented; performances; conference proceedings, seminar or conference panel member, catalogue work, etc.):

TEACHING

Teaching Awards Received:

Excellence in Teaching Award – Spring 2009
Outstanding Teacher Award, School of Business
Nomination for Apple Polishing Award

Teaching Specialization (courses taught):

Teaching Specialization: Computer Information Systems.

Course load: Six courses per academic year (three each in Fall and Spring)

Courses taught:

CIS120 - Introduction to Computer Information Systems

- CIS223 - Business Programming Languages
- CIS316 - Microcomputer Business Applications
- CIS410 - Information Systems and Technology
- CIS523 - Database management Systems
- CIS526 - COBOL Applications and Implementation
- CIS528 - System Software Concepts
- CIS621 - Management Information Systems
- CIS622 - Small Business Computer Applications
- CIS680 - Special Topics in Multimedia
- ESP601 - Executive MBA Enhancement Seminar

Thesis and Dissertation Advising:

SERVICE

University Committees and Administrative Responsibilities:

School of Business:

- Member School Council
- Undergraduate Curriculum Committee
- United Way Representative

Department of CIS

- Faculty recruiting committee
- Coordinator of certificate program in CIS
- Faculty advisor to student chapter of DPMA
- Curriculum committees (graduate and undergraduate)
- Miscellaneous other committees as requested by chairman