

MGMT 5113 Section Z01 (CRN 12703) Fall 2009: Course Syllabus

Course: **Business Statistics**

Time: Online, August 31 - December 14

Place: Online

Instructor: **Michael Williams, Ph.D.**

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Email: mfwilliams@pvamu.edu

Office: Kennedy Art and Architecture Building, room 208A

Office hours: By Appointment, in person or in our online chat room

Course Materials:

Textbook: *Business Statistics: A Decision-Making Approach*, 7th Edition.

Authors: Groebner, Shannon, Fry, and Smith

ISBN: 978-0-13-224001-7

Click Below for Online Sellers of the Textbook

<http://www.gettextbooks.com/search/?isbn=978-0-13-224001-7>

Note: I will post electronic copies of the first 3 chapters of the textbook on our website, so you will not need the textbook right away.

(It's okay if it takes a few days for the textbook to ship to you)

Our website: <http://ecourses.pvamu.edu/>

For help accessing our website, please refer to the information at the end of this syllabus, "Getting Started with eCourses." You can also phone (936) 261-2525

Learning Objectives: MGMT 5113 surveys the tools, concepts, and principles of statistics that can assist managers in making sound business decisions. Upon successful completion of this course, the graduate student should be able to:

1. Interpret tabular and graphical descriptive statistics.
2. Calculate and interpret numerical descriptive statistics.
3. Apply the basic concepts of probability.
4. Apply the concepts of statistical inference to business data.
5. Calculate and interpret probability values for a general discrete distribution, uniform distribution, and normal distribution.
6. Construct null and alternative hypotheses for one-tailed and two-tailed hypothesis tests.
7. Apply analysis of variance to business problems
8. Apply and interpret the results of specialized correlation techniques as applied to business data.

Grading: A student's semester grade will be calculated based upon his or her performance on:

Homework	10.0%
Discussion Board Participation	10.0%
Three Quizzes (15% each)	45.0%
One Final Exam	35.0%
TOTAL	100.0%

Grading Scale:

Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade
90 +	A	80-89.9	B	70-79.9	C	60-69.9	D	0-59.9	F

The instructor may "scale" grades up, resulting in a semester grade higher than the minimum indicated in the table above. The instructor may adjust individual grades down in the following cases: 1) Cases of academic dishonesty; 2) Other improper student behavior.

Quizzes and Final Exam: Each quiz will be 60 minutes long. The final exam will be 2 hours long. See the course schedule for the dates of the quizzes and the final exam.

The quizzes and exams are open-notes, open-book, open-calculator, and open computer.

IMPORTANT: the time limits will be strictly followed; there isn't much time to refer to notes and the textbook during a quiz/exam, so it's important to be well-prepared for the quizzes and exam.

The quizzes and exams are non-collaborative. Do not work with anyone else when taking a quiz or exam, and do not discuss the contents of a quiz or exam with anyone (except for me) until the end of the quiz or exam "window."

Academic Dishonesty Warning: Students who are caught providing quiz or exam answers to another student, or copying answers from another person on a quiz or exam, or discussing a quiz or exam with another person (except for me) during the quiz or exam "window," or receiving aid on the quiz or exam from any other person, will be given an F grade for the semester and reported to the Dean of the College of Business with a recommendation of expulsion from Prairie View A&M University.

Missed quiz: A quiz can be taken during a three-day "window" from 12:00AM Friday – 11:59PM Sunday during the quiz week. A student who misses 1 quiz will have the missed quiz score replaced by the final exam score. A student who misses a second and/or third quiz will receive a zero score for the quiz(zes). There are no exceptions to this rule.

Missed final exam: The final exam can be taken during a three-day "window" from 12:00AM Saturday Dec. 12 to 11:59PM Monday Dec.14. A student who misses the final exam will receive a zero score, except in extremely rare cases of documented dire personal need, in which case the student may qualify to receive an "incomplete" grade for the semester.

Lowest quiz score replaced by final exam percentage score: Each student who completes all three quizzes during the semester will have the lowest quiz score replaced by the final exam percentage score (if the final exam percentage score is higher than the lowest quiz score).

The quizzes and final exam will definitely take place at the dates prescribed in the included class schedule (barring a network outage or shutdown of the university), so please plan your schedule accordingly.

The quizzes are not cumulative. The final exam is cumulative.

Directions for taking quizzes and exams will be available on our website.

Homework: Twelve homework problem sets will be assigned. Students may work together on homework assignments but they cannot write the answers together. Each student must turn in his/her own assignment, composed using his/her own writing. The homeworks are graded based upon effort; if a student makes a good effort to answer each part of each question on a homework assignment then he/she will get 100% credit for the assignment. (Answering "I don't know" does NOT represent a good effort.) If a student fails to answer any part of any problem on a homework assignment then he/she will receive no credit for the homework assignment

Only the highest ten homework scores will be counted toward the semester grade.

Plagiarism warning: Students may not copy information from another source and submit it as a homework answer. Your homework must be written in your own words. If you copy from the textbook, from the internet, or from any other source you will be penalized. The penalty for the first offense is a reduction of 1 letter grade on your semester grade. The penalty for the second offense is an F grade for the semester grade.

Downloading and Submitting Homework:

Homework will distributed and submitted through our website. Microsoft Word 2000-2007 (or a compatible word processor), and Microsoft Excel 2000-2007 (or a compatible spreadsheet) will be required. (If you don't have Microsoft Word or Excel, then you can get a compatible word processor and spreadsheet at no cost from <http://openoffice.org>.) Directions for downloading and accessing homework will be posted on our website.

Discussion Board Participation: To receive 100% discussion credit, a student must post at least 1 content-rich question or comment on the discussion board that adheres to posting guidelines in 10 out of these 13 periods:

August 31-Sept 13:	At least one post
Sept 14-Sept 20:	At least one post
Sept 21-Sept 27:	At least one post
Sept 28-Oct 4:	At least one post
Oct 5- Oct 11:	At least one post

Oct 12-Oct 18:	At least one post
Oct 19-Oct 25:	At least one post
Oct 26-Nov 1:	At least one post
Nov 2-Nov 8:	At least one post
Nov 9-Nov 15:	At least one post
Nov 16-Nov 22:	At least one post
Nov 23-Dec 1:	At least one post
Dec 2-Dec 8:	At least one post

Discussion posting guidelines:

1. Students are to be respectful and courteous to others in the discussions. Unprofessional, foul or abusive language and slang are unacceptable and will result in a reduced semester grade.
2. Proper spelling, grammar, and English usage are expected. Complete sentences are required. The discussion board is not a place to use text messaging format or abbreviations.
3. You must write using your own words. You may not copy phrases, sentences, or paragraphs from any other source.
4. To receive course credit for a discussion post:
 - o It must be written in your own words, in complete sentences, using proper spelling, grammar, and English.
 - o Its length must be a minimum of 50 words. If your post contains equations, then each three arithmetic characters that you use will count as one word.
 - o It must “add value” to the course; that is, it must contain information or a question that is useful to other students. (The sole judge of the usefulness of your post is me.)
5. Examples of acceptable discussion post topics:
 - o You may ask a very specific question about a very specific course topic or a specific homework or other problem. Your post must reference textbook page numbers where applicable, you must show how you have tried to answer the problem or understand the topic (very specifically), and your post must exceed 50 words.
 - o As you read the textbook and/or learn a course topic, you may find ways to relate it to your life or your job. You may describe these relationships in a way that others find useful. Your post must exceed 50 words.
 - o As you read the textbook and/or learn a course topic, you may find ways to relate it to an article that you have read in a newspaper, magazine, or online. You may describe these relationships in a way that others find useful. Your post must exceed 50 words
 - o You may solve an unassigned problem from the textbook, very carefully and specifically, from a chapter that is covered during the discussion post time period. Your post must exceed 50 words.
6. Remember, this is a graduate course and your discussion post is a serious piece of coursework. I expect excellent posts from you if you wish to receive credit for them.

Plagiarism warning: Students may not copy information from another source and submit it as a discussion post. Your discussion post must be written in your own words. If you copy from the textbook, from the internet, or from any other source you will be penalized. The penalty for the first offense is a reduction of 1 letter grade on your semester grade. The penalty for the second offense is an F grade for the semester grade.

Extra Credit: No extra credit is available.

Mini-Lecture Videos: As a partial, imperfect substitute for the traditional on-campus class lecture, I will post mini-lecture videos that expound on the important concepts in the class. Notes will be created from these videos that will also be available for download and printing.

Self-Discipline: It is important to adhere to the course schedule and not fall behind on reading or homeworks. You should devote 6-12 hours per week on this course, reading the assigned textbook chapters, reading discussion posts and creating your own discussion posts, doing homework problems, doing unassigned problems from the textbook for your own use, doing practice exams, and taking exams. If you fail to devote 6-12 hours per week on these things then you should expect to receive a C, D or an F for your semester grade.

No late homework will be accepted. No makeup quizzes or exams will be given.

What will be covered on the quizzes/exam? Anything covered in the assigned textbook chapters could be covered on an exam, but special emphasis will be placed on the topics that are covered in the mini-lecture videos and the homeworks. Please pay attention to my posts on the discussion board, as these may contain additional information.

ACADEMIC APPEALS PROCESS

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Graduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

ACADEMIC INTEGRITY

Prairie View A&M University is dedicated to a high standard of academic integrity among its faculty and students. In becoming part of the Prairie View A&M University academic community, students are responsible for honesty and independent effort. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. Please note that a student found guilty of academic dishonesty may be suspended or expelled from the University. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense.

<p>Students with Disabilities: Students who have a disability that may require assistance or accommodation, or students who have questions related to any accommodations for testing, note takers, readers, etc., please speak with me as soon as possible. Students may also contact the Office for Disability Services (DSS) Evans Hall, Room 315 or call 936.261.3587</p>
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COURSE SCHEDULE (Graded coursework is in **BOLD** below)

Unit 1: Aug 31-Sept 13

Chapter 1: The Where, Why and How of Data Collection

Chapter 2: Graphs, Charts, and Tables—Describing Your Data

Homework 1 is due by 11:59PM Sunday September 13

Unit 1 Discussion Board Post is Required by 11:59PM Sunday Sept. 13

Unit 2: Sept 14-20

Chapter 3: Describing Data Using Numerical Measures

Homework 2 is due by 11:59PM Sunday Sept 20

Unit 2 Discussion Board Post is Required by 11:59PM Sunday Sept 20

Unit 3: Sept 21-27

Chapter 4: Using Probability and Probability Distributions

Homework 3 is due by 11:59PM Sunday Sept 27

Unit 3 Discussion Board Post is Required by 11:59PM Sunday Sept 27

Unit 4: Sept 28-Oct 4

Chapter 5: Discrete Probability Distributions

Chapter 6: Introduction to Continuous Probability Distributions

Homework 4 is due by 11:59PM Sunday Oct 4

Unit 4 Discussion Board Post is Required by 11:59PM Sunday Oct 4

1st Quiz covering chapters 1-6 must be taken during this time period:

Friday October 9 – Sunday October 11

Unit 5: Sept 5-Oct 11

Chapter 7: Introduction to Sampling Distributions

Homework 5 is due by 11:59PM Sunday Oct 11

Unit 5 Discussion Board Post is Required by 11:59PM Sunday Oct 11

Unit 6: Oct 12-18

Chapter 8: Estimating Single Population Parameters

Homework 6 is due by 11:59PM Sunday Oct 18

Unit 6 Discussion Board Post is Required by 11:59PM Sunday Oct 18

Unit 7: Oct 19-25

Chapter 9: Introduction to Hypothesis Testing

Homework 7 is due by 11:59PM Sunday Oct 25

Unit 7 Discussion Board Post is Required by 11:59PM Sunday Oct 25

2nd Quiz covering chapters 7-9 must be taken during this time period:

Friday October 30 – Sunday Nov 1

Unit 8: Oct 26-Nov 1

Chapter 10: Estimation and Hypothesis Testing for Two Population Parameters

Homework 8 is due by 11:59PM Sunday Nov 1

Unit 8 Discussion Board Post is Required by 11:59PM Sunday Nov 1

Unit 9: Nov 2-Nov 8

Chapter 11: Hypothesis Tests and Estimation for Population Variances

Homework 9 is due by 11:59PM Sunday Nov 8

Unit 9 Discussion Board Post is Required by 11:59PM Sunday Nov 8

Unit 10: Nov 9-15

Chapter 12: Analysis of Variance

Homework 10 is due by 11:59PM Sunday Nov 15

Unit 10 Discussion Board Post is Required by 11:59PM Sunday Nov 15

3rd Quiz covering chapters 10-12 must be taken during this time period:

Friday November 20 – Sunday November 22

Unit 11: Nov 16-22

Chapter 14: Introduction to Linear Regression and Correlation Analysis

Homework 11 is due by 11:59PM Sunday Nov 22

Unit 11 Discussion Board Post is Required by 11:59PM Sunday Nov 22

Unit 12: Nov 23-Dec 1

Chapter 15: Multiple Regression Analysis and Model Building

Homework 12 is due by 11:59PM Tuesday Dec 1

One Discussion Board Post is Required by 11:59PM Tuesday Dec 1

Unit 13: Dec 2-Dec 8

Review

One Discussion Board Post is Required by 11:59PM Tuesday Dec 8

Final Exam covering chapters 1-12, 14 &15 must be taken during this time period:

Saturday Dec 12 – Monday Dec 14

The remainder of this syllabus was adapted from a document provided by the Prairie View A&M Office of Distance Learning. (The author is unknown to me.)

Access to Learning Resources:

PVAMU Library:

phone: (936) 261-1500;

web: <http://www.tamu.edu/pvamu/library/>

University Bookstore:

phone: (936) 261-1990;

web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

University Rules and Procedures

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- A recent computer (approximately 5 years old or newer) with a mainstream operating system such as Windows, MAC OS X, or Ubuntu Linux.
- Internet access (broadband preferred)
- Sound card w/speakers
- A web browser. Mozilla Firefox & Internet Explorer have been tested and are compatible with eCourses
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word or compatible word processor
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of your computer's operating system

Java: eCourses requires that the latest Java software is installed on your computer. Please visit <http://java.com> and ensure that the latest Java version is installed on your computer. (This software is free.)

Pop-up blocker: Please ensure that your web browser's automatic pop-up blocker is disabled while you access the eCourses website.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Submission of Assignments:

Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

GETTING STARTED WITH *eCourses* For Students


1. Open an Internet browser, i.e.  Internet Explorer  Netscape
2. Type the following website address:  and press **Enter**.
3. Click **Online Services** from the *Browse Categories* tab.

4. Click the **WebCT Login/Assistance** link
or

Enter the following website address:  and click **Enter**.

5. Click the **Log in** link.



6. Type User name and password. Click 

Note: The *eCourses* user name and password should be the same as your old WebCT ID and password



To access your eCourses ID contact your professor or perform the following steps:

1. Click **Online Services** from <http://www.pvamu.edu>
2. Click **Panther Tracks for Students**
3. Click **Enter Student Services**
4. Enter **Student ID** and **PIN (PIN is a 6 digit number)**.
5. Click **E-mail Addresses and Personal Web Page**
6. One of the 5 E-mail Addresses should be your **PVAMU email address**. Your eCourses ID is your PVAMU email address after removing **@pvamu.edu**. For example a student with jwilliams4@pvamu.edu as their email address would have **jwilliams4** as their eCourses ID.

For login assistance, call the Helpdesk at 936-261-2525. For questions about course content, contact your instructor. For other questions regarding eCourses, contact your instructor, who will determine if you need to contact the Office of Distance Learning at 936-261-3290 or 936-261-3283.

To access your eCourses password:

1. The password will be the same as the **PIN** used to access **Panther Tracks**. If you set up a **PIN** that is longer 6 digits, **PLEASE** only use the **first 6 digits** when logging into Panther Tracks and eCourses. Also, after changing the **Panther Tracks PIN** wait 5 minutes before attempting to access eCourses.

7. After completing the login process a screen **similar** to the following should display, click on the course title (i.e. MANAGERIAL ACCTING) to access a ECourses course.



8. You are now in a PVAMU Online or Web-Assist Course.



eCourses Navigation:

my eCourses – exit course and go back to step 7 to access other courses

Log Out – log out of eCourses

Homepage – the above screen displays

Course Menu – menu displayed in yellow to the left of the homepage

Mail – eCourses email can only be send to people within a ECourses course
(Other email provides such as yahoo, hotmail, etc cannot be used)

Other eCourses items will be explained by your professor.