

Syllabus
Bus 379R –Quantitative Methods
WEC Rochester – Spring 2008

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Course Description: Current and future business professionals need the ability to think statistically about how to deal with uncertainty and its effect on decision-making in management and commerce.

This class will show how statistics is important in all aspects of business, and equip you with the skills you need to make sensible use of data and other information.

This will be an interactive, scenario-based approach incorporating practical experiments, computer-based simulations, and demonstrations.

The course will cover variation, data review, modeling, sampling distributions, estimation, regression analysis, probability, and hypothesis testing with emphasis on applied problems in business and economics.

Meeting Days: Classes meet every Monday between April 7 and June 23. Every other Monday will be lab meetings with the exception of Memorial Day Monday, May 26. Attendance is required. Absences need be approved with the instructor prior to class.

Course Objectives:

- ❑ To learn introductory statistical methods and basic principles
- ❑ To develop statistical thinking habits
- ❑ To develop the ability to think statistically about how to deal with uncertainty and its effect on decision-making in management and commerce.

Required Text: Statistical Thinking in Business, 2ndEd, by John, Whitaker & Johnson, 2006, ISBN 1584884959

Optional resource book: Statistics for the Utterly Confused, 2ndEd, by Jaisingh, 2006, ISBN 0071461930

Optional resource on the web: Pocket Dictionary of Statistics by Sahai and Khurshid (SK)
<http://www.mhhe.com/business/opsci/bstat/keyterm.mhtml>

You are expected to bring your text to class each session. I will utilize Moodle, please access the class site on your own regularly and immediately prior to class to print and bring to class posted materials.

Course Schedule: The course schedule and syllabus are flexible and will change as skill level of participants is ascertained.

Readings: It is expected students will complete assigned readings **prior to** attending class. Grades will be affected by not being prepared to discuss lecture topics. I may employ drop quizzes or assign written responses to questions to ensure reading is being done prior to class.

Please do not read ahead as assigned readings will change if opportunities present themselves.

Participation/Learning groups: Classes meet every Monday between April 7 and June 23. Every other Monday will be lab meetings with the exception of Memorial Day Monday, May 26. Attendance is required. Absences need be approved with the instructor prior to class.

It is expected that your behavior in class will be the same as that in today's workplace. I expect that you will be timely, and that you will be prepared for class each time we meet, both physically and mentally. Your participation should reflect an awareness of appropriate interpersonal communication, i.e., listening as well as speaking; assertiveness rather than passivity or aggression; and an appropriate amount of class time being used by an individual student (sharing the airspace).

Group members are expected to participate equally. It is up to the individuals in the group to assure all members participate in activities and understand the material.

Preparation of written materials: Communicating correctly is a necessity in management. All submitted papers should be free of typographical, spelling, and grammatical errors. Some useful writing reference materials are:

- Commonly accepted copy-editing symbols – see PDF on class Moodle site
- Assignment/Paper template on class Moodle site
- Dictionary.com for spelling and thesaurus
- [The Associated Press Stylebook](#)

All written assignments will have minimum requirements of 11-point font, one-inch margins, be double spaced, left justified, and use indented paragraphs. Page numbers should be used if the document is longer than one page. Moodle upload requirements are the same as hard copy requirements. See or use the template on Moodle if possible please.

Evaluation Criteria: Grades will be determined by your performance on the following course requirements:

- Midterm exam, 20 points
- Quizzes & assignments, 35 points
- Final exam, 30 points
- Classroom participation, effort, attendance and cognitive thinking, 15 points
- Total 100 points

Grading Policy: Course grades will be distributed as follows:

- 100-92 points 4.0
- 91-88 points 3.5
- 87-82 points 3.0
- 81-78 points 2.5
- 77-72 points 2.0
- 71-68 points 1.5
- 67-62 points 1.0
- 61-58 points 0.5
- < 58 points 0.0

Assignments: Assignments are due by due date/time. If using email to turn in assignments, confirmation of receipt must be received by student to confirm delivery. Late entries not accepted.

Incompletes: A grade of I (incomplete) will not be assigned except in the case of a documented emergency. If an incomplete is deemed appropriate, the student will prepare a contract indicating what will be done to make up the incomplete and when the incomplete will be made up. If any part of the contract is not adhered to a grade of zero will be submitted for that element, and then final grade for the course will be determined and submitted.

Appointments with the instructor: Appointments (either in person or by phone) should be scheduled in advance.

Class Schedule: A complete schedule of the topics and reading assignments will be provided on the first day of class. Be sure to do the assignment below before the first class.