10 Syllabus

10.1 Course Details

Instructor:	Lisa Over
Office:	929 Rockwell Hall / 432 College Hall
Email:	overl@duq.edu
Office Hours:	TR 9:15 – 10:15 in room 929 Rockwell Hall TR 12:45 – 2:15 in room 432 College Hall
Class:	QSIS 285 Business Statistics 26537-03
Class Time:	TR 8:00-9:15 ### Rockwell Hall
Text:	*Business Statistics Communicating with Numbers*, 2nd Edition, by Jaggia/Kelly Full loose leaf book + Connect + Excel Now ISBN: 9781260309393 Price: $110
Materials:	**Calculator*, laptop with Excel** Bring your calculator to class every day! We will use the laptops often. It will be beneficial for you to have it in class but not required. *Calculator capable of adding, subtracting, multiplying, dividing, taking a square root, and other algebraic and statistical functions such as raising numbers to specified powers (x) and combinations (nCr). The Casio fx-300ES PLUS is about $10 and easy to use.
Website:	https://duquesne.blackboard.com** **Blackboard treats un-submitted assignments as if the assignment was not assigned, i.e., Blackboard does not include it in the total grade calculation. I will periodically enter zeros for any assignments not completed. You will notice that this will negatively affect your grade so keep it in mind throughout the semester.
Prerequisites:	Algebra

10.2 Course Description

Welcome to QSIS 285: Business Statistics! As a business student, you are both a consumer of statistics and a researcher. Statistics generally involves the collection, description, analysis, and interpretation of data. In business statistics, you select and apply appropriate statistical tools and methods to answer questions, solve problems, and make informed, evidence-based decisions. Course topics include descriptive statistics (visual descriptions and summaries of the data using graphs and tables), inferential statistics (hypothesis testing using the normal, t, F, and chi-square distributions), and regression analysis (simple linear and multiple linear regression). By the end of the course, you will be able to…

- Identify and describe statistical tools, theories, and methods used in business
- Discuss and evaluate the use of statistical tools, theories, and methods to generate ideas, recognize opportunities, solve problems, and make decisions
- Select and implement appropriate statistical tools, theories, and methods given a specific business problem or goal
- Analyze statistical results and use them to support claims, develop business plans, evaluate courses of action, and make recommendations

I'm looking forward to working with you this semester. Please don't hesitate to take advantage of my office hours.

10.3 Course Grades

The grade you earn in this course will be a reflection of the knowledge and skills you choose to master and will be based on the following criteria:

Class Participation (10%): Class participation includes reading assignments with comprehension questions (LearnSmart) and out-of-class online exercises. In class, we will explore examples and explanations beyond what is covered in the textbook. I will periodically assign in-class exercises to prepare you for similar exercises on exams. I will not collect these, but I will post solutions on BB for you to self-assess your understanding. Attendance will not be taken but truly mastering the course requires attending and participating in class regularly, reading the text, reviewing solutions to in-class exercises, and seeking help from a tutor or myself. Collaboration is encouraged in class, however, it is to your advantage to attempt exercises on your own before working with others.

Homework (10%): Homework includes approximately 15 problem sets. Learning statistics involves doing statistics! Truly mastering the course requires conscientiously completing the homework on your own, actively reviewing solutions, and seeking help from a tutor or myself to correct misconceptions. Collaboration is allowed, but in the end, you need to be able to do the problems on your own on assessments. All homework will be assigned from the textbook and must be completed using Connect. You will have access to Connect through Blackboard. Homework is graded for accuracy and due on the specified due date. Work turned in late will incur a small reduction each day after the due date. Twenty percent of your lowest scoring

homework assignments (3 out of 15) will be dropped and will not count toward the final grade. *Note:* I will not drop assignments until the end of the semester.

Quizzes (10%): One or two quizzes per chapter will be given throughout the semester. These quizzes will be administered either in class or outside of class. Twenty percent of your lowest scoring quizzes will be dropped and will not count toward the final grade. These quizzes are designed to help you prepare for exams. Truly mastering the course requires conscientiously completing the quizzes on your own, actively reviewing the feedback and solutions, and seeking help from a tutor or myself to correct misconceptions. *Note:* I will not drop assignments until the end of the semester.

Exams (40%): Two closed-book, in-class exams will be given. The exams will not simply be an exercise in memorization; test items will require an ability to apply concepts. Eighty percent of the material for exams will be derived directly from the homework and quizzes. The remaining 20% will be a combination of new problem scenarios and problems derived from examples presented in class. If you have a firm understanding of the material presented in class, you will have little trouble. You may have one 3 x 5 note card or a half sheet of paper for notes to reference during the exam. No make-up exams are permitted without legitimate, written documentation.

Final Exam (30%): The final exam is a closed-book, non-comprehensive exam given in room [Location TBA] on [Date TBA] from [Time TBA] in accordance with the Duquesne University course catalog. Eighty percent of the material for the final will be derived directly from the homework and quizzes. The remaining 20% will be a combination of new problem scenarios and problems derived from examples presented in class. You may have one 3 x 5 note card or a half sheet of paper for notes to reference during the exam. No exceptions will be made regarding the final exam schedule.

Extra Credit. Extra credit may be offered to the class as a whole on homework, quizzes, and/or exams. There will be no individual opportunities for extra credit to compensate for poor performance. Dropped scores are designed to accommodate you for any technical issues or personal circumstances that interfere with your attention to this class.

Grading Scale. End of semester grades will be administered according to the following percentage breakdown.

Final Grade	*Percentage*
A	92 to 100
A-	90 to 91
B+	88 to 89
B	82 to 87
B-	80 to 81
C+	78 to 79
C	70 to 77
D	62 to 69
F	< 62

10.4 Course Policies

Academic Integrity. Although I encourage you to work with your peers on assignments and other course matters, you are still required to submit individual solution sets to Connect. Copying another student's assignment or having another student complete your work for you is considered cheating and will result in a 0 for that assignment. Any student found talking, regardless of the topic, during an examination will receive an F on the examination. Any student found cheating or assisting others during an examination will receive an F for this course and will be subject to further sanctions. More information regarding the University's Academic Integrity Policy can be found at: http://www.duq.edu/student-conduct/code-of-conduct/academic-integrity.cfm.

Information for Students with Special Needs. Duquesne University is committed to providing all students with equal access to learning. If you have a disability requiring accommodations, you must register with the Office of Freshman Development and Special Student Services in 309 Duquesne Union (412-396-6657) in order to receive reasonable accommodations in this course. Once a disability is officially documented by this office, and with your permission, instructors will receive letters outlining the reasonable accommodations they are required to make. Once I have received this letter, you and I should meet to coordinate the implementation of these accommodations. More information can be found at http://www.duq.edu/special-students/policies.cfm.

If your accommodations include a quiet testing environment, you are responsible for contacting me in advance to make arrangements for you to complete the assessment. If your accommodations include extra time for assessments, I will add extensions to your assessments but you must contact me in advance to make arrangements to start early, to stay late, or to establish a separate time and place for you to complete the assessment.

Calculators. Calculators may be used for homework, quizzes, and exams. Any basic calculator capable of adding, subtracting, multiplying, dividing, and taking a square root is the minimum requirement. A calculator with additional algebraic and statistical functions such as raising numbers to specified powers (x) and combinations (nCr) will be helpful. You may not use the calculators on your cell phones or PED's (see Academic Integrity Policies above) nor may you share calculators with other students during the course of a quiz or exam.

Cell Phone Policy. As a courtesy to the instructor and other students, all personal electronic devices must be silenced throughout class meetings.

A student who is found using a personal electronic device during class can expect the following sanctions:

First offense - warning.

Second offense - dismissal from class for the remainder of the class period.

The instructor will decide whether or not the student will be allowed to make up any graded work performed during the remainder of the period. If the course has an attendance policy, the class will be counted as an absence.

Beyond the second offense - suspension from class attendance for a length of time to be determined by the instructor, up to and including the remainder of the semester. The instructor will decide the extent to which the student will be allowed to make up any graded work performed during the missed classes. All suspended classes will be counted as absences if the course has an attendance policy.

A student who is found using a personal electronic device during a quiz, exam, or other graded event in class can expect the following sanctions:

First offense a 0 grade on the work in question is the minimum sanction, but anything up to and including failure in the course is possible. The specific sanction will be chosen by the instructor based on factors such as the percentage of the course grade based on the graded event, whether the student has had other Academic Integrity violations, and the like. Per College Academic Integrity policy, the Department Chair and/or Graduate Program Director (in the case of graduate courses) must be consulted before failing a student.

Second offense failure in the course, again after consulting with the Chair or Graduate Director. Any associated reduction in grade will be reported to various entities within the University as required by the College and University Academic Integrity policies.