QMB 2301 Syllabus

Professor: Robert Wilson	**Office:** COBA 210 **Office Hours:** Tu/Th 12:00 – 2:00	**Email:** rlwilson@utep.edu

Meeting Time	Section	CRN	Location
T/Th 10:30 – 11:50	QMB 2301	10536	COBA 323

Course Objective: There are 3 primary objectives for the student in this course:

a) Give an understanding of the prevalence of statistical analysis in business.

b) Develop an understanding of introductory statistical techniques and concepts including descriptive statistics, measures of central tendency and variation, probability distributions, Central Limit Theorem, and sampling theory hypothesis testing.

c) Become more proficient in Excel.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Please read the syllabus carefully to understand how an infection of Covid would affect the class for the infected individual.

Grading Breakdown:

Homework:	30%
Participation	30%
Quizzes	20%
Final:	20%

Homework: Homework is essential for this course and is 30% of the grade. First, in teaching an applied math subject, numerous examples and repetition reinforces the subject matter. Second, homework is the only reasonable method available to teach the student to use Excel in an applied and meaningful

manner. The homework often has 2 components: 1) problems associated with the previous lecture and 2) Excel problems that are related to the next class lecture. THE STUDENT IS EXPECTED TO READ THE MATERIAL FOR THE UPCOMING LECTURE AND COMPLETE THE ASSIGNED EXCEL PROBLEMS. A student should expect to spend 30 minutes to an hour of homework a night. A student that has little or no Excel knowledge should be prepared to spend extra time on the homework. You are allowed unlimited times to check your homework answers. There is NO make-up or allowance for late homework.

There is no excused late homework. All homework has a date and time due, and the assignment will shut down automatically after that date. There is plenty of time for each assignment, and having COVID will not be an excuse for late homework.

Cengage MindTap: MindTap is one of Cengage's online portals and is accessible through Blackboard. It is **required** for the class. All homework, including the Excel homework, is assigned through this system. A Cengage representative will be present the first day of class to help. The professor is not a technology expert - any problems associated with accessing the homework or general computer problems should be dealt with in the following order: 1) going to the UTEP tech center (Library Room 3rd floor), calling 915-747-HELP, or using their online chat at https://www.utep.edu/technologysupport/ 2) creating a ticket with Cengage using online help, and finally, 3) contacting the Cengage representative.

Exam Structure: There will be a final exam worth 20% of your final grade. The final exam will be multiple choice and use the blackboard lockdown browser. IF A STUDENT DOES NOT HAVE A LAPTOP, IT IS THEIR RESPONSIBILITY TO OBTAIN A "LOANER" LAPTOP FROM THE UTEP COMPUTER CENTER (3rd floor library) BEFORE THE EXAM.

The final exam will be cumulative.

There are no excused absences for the final. The date of the final is given below, please plan accordingly.

Quizzes: There will be online quizzes throughout the term and are worth a combined 20% of your grade. There will be a quiz for each completed chapter. **The quizzes are accessed through Blackboard and will show up in the week in which a chapter ends.**

There is no excused late quiz. As in the case of the homework, there is plenty of time to do the quizzes and positive COVID result will not be an excuse to miss the exams or to turn them in late.

Attendance Policy/Participation: The student is responsible for all material covered in class and the online portal. Class will be a mixture of both instruction, participation, and problem solving. Persistent tardiness will NOT be tolerated as it disrupts the flow of the class. Given the course material, it is in the student's best interest to attend all course sessions both in terms of understanding the material and in

regards to class performance. If you miss any class, there will be no makeup on missed activities. It is also your responsibility to get notes from someone who was in class, so you do not fall behind.

30% of your grade is based on participation activities where you must be present and on time to receive credit. At random lectures, a small group problem will be assigned and collected. The goal of the participation section is to help the student in comprehension and encourage the student to attend class.

There are no make-ups for the participation activities. One of these participation grades will be dropped. As such, being positive for COVID will not interfere with this aspect of the grade.

Withdrawal and Incomplete Policy: A student may officially withdraw from this class in accordance with UTEP policy and within the UTEP academic calendar dates. Automatic withdrawals will NOT be made by the instructor. To be withdrawn from the class, students must take the appropriate actions on or before the university deadlines. The policy of the College of Business Administration is that INCOMPLETES are to be given only to students who need additional time to complete the specified assignments and are typically only assigned in extreme circumstances with documentation. Incompletes WILL NOT BE GIVEN to those students who have not passed the course and wish to retake the course at a later date. It is your responsibility to know what the effect of a withdrawal will have on your academic standing, financial aid, scholarships, etc. International students are encouraged to go to the Office of International Program to discuss any schedule changes.

Academic Integrity: Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. All exams must be your own work and you may not use any external sources to receive answers. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso will be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, visit the Handbook of Operating Procedures (HOOP): Student Conduct and Discipline. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HoOP), and available in the Office of the Dean of Students, and the homepage of The Dean of Students (DOS) at www.utep.edu., may result in sanctions ranging from disciplinary probation, to failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.

Statement of Disability: The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of

2008. Reasonable accommodation will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). You can contact the CASS Office at 747-5148, visit their office at Union Building East 106, or email them cass@utep.edu. You must submit any official accommodations as soon as possible and accommodations are not retroactive.

Tentative Schedule:

Final Wednesday Dec 10th