

QMB 2301 Syllabus

Professor: Robert Wilson	Email: rlwilson@utep.edu Please note: it is NOT rlwilson@miners.utep.edu
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Meeting Time	Section	CRN	Location
Video posted to Blackboard	QMB 2301	22936	Online

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.

Course Outline: Please see the Course Map in the Welcome Section in Blackboard. This has the dates of the exams!

Grading Breakdown:

Homework:	20%
Group Assignments	10%
Discussion Boards	10%
Quizzes	10%
Exams (3):	15% each of the first two, 20% third exam

Grading Distribution:

90 – 100%	A
80 – 90%	B
70 – 80%	C
60 – 70%	D
< 60%	F

Communication: All communication will be through Blackboard and UTEP email. The lectures, lecture photos, and participation assignments will be posted on the Blackboard homepage. Announcements will be sent through Blackboard – be sure you are checking your UTEP email (or whatever you have set in Blackboard.). Blackboard has broken the class down by week. Please use the email above – do not use Blackboard messages.

Office Hours: Monday at 10:00 AM and Thursday at 3:00 PM and can be accessed through the “Office Hours” link on the left hand side of the home page in Blackboard.

Late or Excused Work: There is no excused late or missed work. This includes homework, group assignments, discussion boards, quizzes, or exams! The dates of the exams are in the Course Map on Blackboard, and the other work has several days to complete. Please plan your time accordingly, and the professor suggests you do not wait until the last minute to complete assignments or exams to avoid last minute computer issues.

Textbook: Business Analytics, 3rd Edition. Camm, Cochran, Fry, Ohlmann, Anderson, Sweeney, Williams. Publisher: Cengage.

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. 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) calling 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.

Homework: Homework is essential for this course. 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.

Homework is due at 11:59 PM every Sunday. All homework and due dates are available on Blackboard and Cengage Mindtap.

Discussion Boards: In most of the Blackboard groupings' by week, you will find a discussion board activity. You are responsible for 1) responding to the question posed (please be thorough) and 2) responding to two of your classmates responses. Please refer to the discussion board and course content for further detail on each assignment. All responses to the discussion board question are due by 11:59 every Friday. All responses to classmates responses are due by 11:59 every Sunday (there is no discussion board activity on the 2nd, 4th, and 10th weeks of class).

Group Assignments: During the first 3 weeks of the semester, every student is responsible for joining a group of four other classmates to create a group of 5. You will "see" your classmates in the Discussion Boards. IF YOU HAVE NOT CREATED OR JOINED A GROUP BY THE END OF THE THIRD WEEK, YOU MUST EMAIL ME AND I WILL PAIR YOU WITH OTHERS. There will be 3 group assignments throughout the term, and they take three weeks to complete each of them. These assignments get turned in through Blackboard, not email.

Quiz Structure: At the end of each chapter, there will be a quiz to test your comprehension of the material. The deadlines for these quizzes are on Blackboard, and will be Sunday by 11:59 PM of the week they are posted.

Exam Structure: There will be 3 exams worth 50% total of your final grade. The exams will be multiple choice and use the blackboard lockdown browser with camera security. IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN A LAPTOP THAT IS ABLE TO RUN RESONDUS WITH A WEB-CAM BEFORE THE EXAM. You may not use a tablet; it must be a computer.

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 are not passing 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 accommodations 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.