

## Syllabus: QMB 2301

**Text Book:** **Fundamentals of Business Statistics with Microsoft Office Excel**  
**Anderson, Sweeney, Williams, Camm, Cochran**  
**Cengage MindTap will be required.**

**Professor:** Robert Wilson  
**Class Time:** Tuesday and Thursday 4:30 - 5:50  
**Classroom:** CBA 331  
**Office:** Temporarily CBA 305  
**Office Hours:** 10:00 - 12:00 Tuesday using Blackboard's virtual office  
3:30 - 5:50 Wednesday using Blackboard's virtual office  
10:00 - 12:00 Thursday in office  
**Email:** [rwilson@utep.edu](mailto:rwilson@utep.edu)

*This syllabus is preliminary and can change if necessary.*

**Course Objective:** There are 3 primary objectives for the student in this course: to give an understanding of the prevalence of statistical analysis in business, to give an understanding of introductory statistical techniques and concepts, to help become more proficient in Excel.

**Attendance Policy:** Attendance will not be considered in the course grade. The student is responsible for all material covered in class and online portal. It is the professor's opinion, belief, and intent that time in the classroom will be instructive and essential in both performing well in the class and understanding the material. Class will be a mixture of both instruction and problem solving. Persistent tardiness will NOT be tolerated as it is disruptive to the flow of the class.

**Homework Structure:** I consider homework essential in this class for two reasons. First, in teaching an applied math subject, numerous examples and repetition reinforces the subject matter. Second, homework is the only reasonable method teaching the student to use Excel in an applied and meaningful manner. The homework usually has 2 aspects. The first aspect is problems associated with the previous lecture. The second aspect is 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 that has little or no Excel knowledge should be prepared to spend extra time on the 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. Homework will be made available as the corresponding dates approach. The portal has numerous study guides and uses StudyHub which has allowed me to include notes I consider important. The notes help clarify the material covered on exams and quizzes. A Cengage representative will be present on either the first or second day of class to help.

**Exam Structure:** There will be 2 quizzes and a final exam. Arrangements for make-up exams must be made in advance and with the consent and collaboration of the instructor. In general, the student will not be expected to memorize formulas - exams will be concept based.

Grading Breakdown:	Homework:	30%
	Quizzes (2):	20%
	Final:	30%.

**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 of a course. Incompletes WILL NOT BE GIVEN to those students who are not passing the course and wish to retake the course at a later date.

**Scholastic Integrity:** The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. 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](http://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:** If you feel you may have a disability that requires accommodations, contact the Center for Accommodations and Support Services (CASS) Office at 747-5148, go by Room 106 in the Union Building East, or email [cass@utep.edu](mailto:cass@utep.edu). Please see me if there are further problems.

**Projected Calendar:**

Introduction to Data; Displaying Data; Introduction to Numerical Statistical Measures:

Chapter 1: Aug 28                      Chapter 2: Aug 31- Sept 4                      Chapter 3: Sept 6 - Sept 11  
 Quiz 1:    Sept 13 (Covering Chapter 1-3)

Introduction to Probability; Continuous and Discrete Distributions:

Chapter 4: Sept 18 - Sept 25                      Chapter 5: Sept 27 - Oct 4                      Chapter 6: Oct 9  
 Quiz 2:    Oct 11 (Covering Chapter 4-6)

Sampling of Populations; Distributions and Confidence Tests of Samples; Hypothesis Creation

Chapter 7: Oct 12 - Oct 23    Chapter 8: Oct 25 - Nov 1                      Chapter 9: Nov 6 - Nov 15  
 Case Problems and Review for Remainder of Class.

Final: TBD