

**University of Texas at El Paso  
College of Business Administration**

**Fundamentals of Business Statistics  
Fall 2020**

## **1 Course Information**

<b>Course:</b>	QMB 2301-004: CRN 19783
<b>Instructor:</b>	Dr. Seyedmasood Dastan
<b>Email:</b>	<a href="mailto:sdastan@utep.edu">sdastan@utep.edu</a>
<b>Office Hours:</b>	Virtually via Zoom T/TR 1:00 pm - 2:00 pm or by appointment
<b>Required Text:</b>	Business Analytics Publisher: Cengage Learning; 3 <sup>rd</sup> edition Semester subscription to Cengage Standalone Digital Access Priced at \$119.99 ( <a href="#">Cengage subscription webpage</a> )
<b>Time:</b>	Online and Asynchronous
<b>Prerequisite:</b>	See Academic Catalog
<b>Other Required Materials:</b>	Students must have Respondus LockDown Browser and Monitor and access to a computer device, webcam, and internet (You can borrow a webcam or a computer from UTEP if you need one.).

## **2 Catalog Description:**

QMB 2301 provides an introduction to the statistical techniques as applied to business data. Included are descriptive statistics, measures of central tendency and variation, probability distributions, sampling theory, hypothesis testing, and regression and correlation analysis. A major effort is devoted to computerized solution techniques to provide managerial information.

## **3 Course Objectives:**

There are three primary objectives for the student in this course:

1. Give an understanding of the prevalence of statistical analysis in business.
2. Develop an understanding of introductory statistical techniques and concepts, including de-

scriptive statistics, measures of central tendency and variation, probability distributions, Central Limit Theorem, and sampling theory hypothesis testing.

3. Become more proficient in Excel.

## 4 Communication:

The primary method of communication regarding assignments, upcoming tests, and other class matters will be via *Blackboard*. Please make a habit of checking it on a regular basis.

The best way to reach me is via email. I will respond most rapidly to emails sent to [sdastan@utep.edu](mailto:sdastan@utep.edu), generally within 24 to 48 hours. Response time to BlackBoard course messages is longer, typically 48 to 72 hours. **I strongly prefer to communicate via emails rather than Blackboard course messages!**

We will not meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held via Zoom on Tuesdays and Thursdays from 1 pm to 2 pm.

## 5 Grading Policy:

### 5.1 Homework:

Homework is essential for this course. First, in teaching an applied math subject, numerous examples and repetition reinforce 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 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 on homework a night. A student with 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. The homework assignment will be through Cengage MindTap learning platform. All the homework's deadline are available in Blackboard and in Cengage MindTap.

**There is a flat 25 % penalty for late homework submissions**, regardless of why you are submitting the assignment late. Once the deadline is passed, you have 14 days to complete the late homework to be eligible for the partial credit (up to 75 % of the credit). **There are no make-up homework.** Technical difficulties (such as problems with your laptop/computer/internet) are not acceptable for missing homework deadlines. I advise you not to wait till the last hours to turn in your homework (Even if you are late for a second, the system automatically recognize it as late and you will be subject to 25 % penalty. No excuse is acceptable in such events.).

## **5.2 Daily Responsibility/Participation:**

The student is responsible for all material covered in a day's posted lecture. Seven times during the course, a participation assignment will be posted on the homepage in Blackboard. I will also send an announcement that lets the student know a participation assignment has been assigned and its due date. **Late submission will not be graded and receive a grade of 0.**

## **5.3 Exams:**

There will be three exams worth 40% total of your final grade. The exams will be multiple choice and use the blackboard lockdown browser with camera security. The exams will be posted from 12 am on the day of the exam until midnight on the same day (for a total of 24 hours). Students are free to complete the exam anytime during this time period. However, once they begin their exam, they have 90 minutes to complete it. Note that, Lockdown browser will not allow you to leave the exam environment or complete it later. Please plan ahead.

There will be absolutely no make-up exams. If you have a valid reason for missing one exam, then the exam will be dropped. Please notify me as soon as possible and provide the documentation of the emergency at the earliest possible time (A valid excuse is only applicable to one exam. If for any reason, excused or not, you miss more than one exam, you will receive a grade of zero for the latter ones.).

**Valid reasons** for missing an exam include a documented medical illness that prevents you from taking the exam, a death in your immediate family, or a documented mandatory court date (Having a doctor appointment is not a valid excuse).

On the other hand, being confused about the exam date or time is NOT a valid reason for missing an exam. All valid reasons must be justified with documentation.

#### 5.4 Grades:

Grades will be determined as follows:

- Homework - 30%
- Participation - 30%
- Exam 1 - 10% (September 15)
- Exam 2 - 15% (October 23)
- Exam 3 - 15% (December 3)

**There is no extra credit available in this class.**

#### Letter Grade Distribution:

90 - 100%	A
80 - 89.9%	B
70 - 79.9%	C
60 - 69.9%	D
Below 60%	Not passing

All requests regarding course grade corrections (e.g., exams, homework) must be submitted in writing within three (3) days after graded materials are returned, reviewed, and/or after grades have been posted in BlackBoard grade book. After that time, all grades and records become final. Please note that all changes are at the sole discretion of the instructor. There will be no extra credit assignments for this course. **Do not contact me requesting additional assignments.**

## 6 Course Outline and Expectations

- This online course is designed to allow students to learn and study at their own time. Therefore, you must have the self-discipline to devote your time, energy, and focus on completing this course during the semester.

This course requires students to read the textbook, watch and study videos, and perform several graded and ungraded activities weekly; reading and understanding each chapter covered during the semester is crucial to student success.

**You do not need to buy a physical copy of the textbook but access to Cengage online learning tools is required.**

An average of at least 8 hours per week should be devoted to this course; non-native English speaking students should expect to spend substantially more time to this course each week. Students requiring accommodation should communicate their needs to the university so that they can receive appropriate support.

- Students in online courses require several skills; students must display the characteristics of honesty, self-motivation, care, and duty and the ability to use technology to enhance the learning experience. This course is more quantitative-oriented than most undergraduate courses; ergo students must have the ability to understand the concepts covered in the textbook and to apply the concepts to real-world business cases.
- Reading the chapters every week and solving problems and exercises at the end of each chapter is one of the student's significant responsibilities during this course.
- To perform well on exams, students should read all assigned chapters thoroughly, watch the course lectures available on Blackboard, and work through all guided examples for each chapter.
- Exams become available at 12:00 am on the exam date until midnight the same day (24 hours). Students will have 90 minutes to complete the exams. To receive the full amount of time from taking each exam, be sure to start the exam several hours before the exam deadline (posted in the course schedule). All exams are a closed book. **Students should not receive**

**assistance from any person or from any other source.**

- The exams are strictly timed, and at the end of the allotted time, access to the exam will end. The exam clock will start the first time the student opens the exam. Students should ensure that before they access an exam that they have reliable access to the internet. I recommend that you come to campus to take the exams if you do not have access to reliable internet. The instructor cannot restart the exam clock, nor can students be given a second opportunity to take the exam. Plan ahead and be prepared.

## 7 Academic Honesty

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](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.

All students are responsible for knowing and adhering to UTEP's Policy on Academic Honesty. For more information see → [Academic Integrity and Scholastic Dishonesty](#)

## 8 Technology Requirements

Course content is delivered via the internet through the Blackboard learning management system. Ensure your UTEP email account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser. All lecture videos and graded assignments will be completed through your web browser. To view the course PowerPoint slides, you will need to download Microsoft Office (for free) via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions. Lastly, students wishing to take full advantage of the live virtual office hours for this class should have access to a webcam and a microphone. IMPORTANT: If you encounter technical difficulties beyond your troubleshooting scope, please contact the UTEP Help Desk as they are trained specifically in assisting with students' technical needs. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

### 8.1 Cengage Unlimited subscription

The materials required for this class and any others using Cengage products are included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL your Cengage online textbooks, and access codes, in one place. \$7.99 hardcopy textbook rentals are also available for select titles. Download the free [Cengage Mobile App](#) to get your Cengage Unlimited online textbooks and study tools on your phone. For more information, visit [cengage.com/unlimited](https://www.cengage.com/unlimited).

### 8.2 Respondus LockDown Browser and Monitor Requirement

This course requires the use of LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and Respondus Monitor (the webcam feature). A student [Quick Start Guide \(PDF\)](#) is also available.

### 8.2.1 Download Instructions

Click [here](#) to download the Lockdown browser, or [reserve](#) one with Equipment Checkout in the Library 300.

### 8.2.2 Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the LockDown Browser. Start the LockDown Browser and navigate back to the exam to continue.

### 8.2.3 General Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all other devices (e.g., tablets, phones, second computers)
- Clear your area of all external materials books, papers, other devices
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table) not on your lap, a bed, or other surfaces that might move



- If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## 9 Other Important Information

### 9.1 Withdrawal and Incomplete Policy:

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.

### 9.2 Students With Disability

The Center for Accommodations and Support Services (CASS) aspires to provide students with disabilities, accommodations, and support services to help them pursue their academic, graduation, and career goals. If you have a disability and believe you may need services, you are encouraged to contact the center to discuss your needs with a counselor. All discussions and documentation are kept confidential. Contact: Monday through Friday 8:00 am - 5:00 pm Phone: (915) 747-5148. Location: Union Building East Room 106. E-mail: [cass@utep.edu](mailto:cass@utep.edu)

### **9.3 Attendance**

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by the completion of the following activities: Reading/Viewing all course materials to ensure understanding of assignment requirements  
Completing all Cengage online assignments. Completing all online exams administered through Blackboard.

## **10 COVID-19 PRECAUTIONS**

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](https://screening.utep.edu). If you know of anyone who should report on any of these three criteria, you should encourage them to do so. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus (for any reason), you must complete the questions on the UTEP screening website ([screening.utep.edu](https://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. Students are advised to minimize the number of encounters with others and to wear face coverings (nose and mouth) when in common areas or when others are present.

### **10.1 Syllabus**

This syllabus contains important information about this class including exam dates, coverage of course material, class policies, and my contact information. Students are responsible for reading this syllabus and understanding the information contained in it.

### **10.2 Course Evaluation**

Your constructive assessment of this course plays an indispensable role in shaping education at UTEP. Upon completing the course, please take the time to fill out the online course evaluation.

This syllabus provides a general plan for the course; deviations may be necessary.

### Tentative Course Outline

<b>Date</b>	<b>Reading</b>	<b>Exam Due</b>
Aug 24 - Sep 15	Ch. 1&2	Exam 1: Sep. 15 at 11:59 pm
Sept 15 - Oct 23	Ch. 3&5	Exam 2: Oct. 23 at 11:59 pm
Oct 23 - Dec 3	Ch. 6	Exam 3: Dec. 3 at 11:59 pm