

QBA 337

Applied Business Statistics

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SYLLABUS - FALL 2009

INSTRUCTOR: Dr. N. K. Keith **OFFICE:** Glass Hall 258

OFFICE PHONE: 836-5686 **WEB ADDRESS:**
<http://courses.missouristate.edu/NancyKeith/>

OFFICE HOURS: 12:00-12:30, 1:45-2:00, 2:50-3:30pm TR, 4:45-6:30pm R or by appointment

TEXTBOOK: None required; All course materials are on the web (see web address listed above).

PREREQUISITES: QBA 237

COURSE OBJECTIVE: It is important that business students have the ability to apply statistical methods to business decision-making situations. This course introduces the student to a variety of descriptive and inferential methods and focuses on the appropriate use of statistics and the interpretation of results. The objective of this course is to develop the ability to make appropriate applications of statistical methods to business problems. The SAS statistical computer package is utilized for analyses.

COURSE CONTENT OUTLINE: Statistical Inferences About Means and Proportions for Two Populations, Inferences About Population Variances, Tests of Goodness of Fit and Independence, Analysis of Variance and Experimental Design, Simple Linear Regression, Multiple Regression, Regression Analysis: Model Building, Nonparametric Methods, Statistical Methods for Quality Control. (For some areas, only selected content is covered.)

EXAM SCHEDULE: Please note the exam dates, as no make-ups will be given.

Exam I-- Thu, Sep 17

Exam II--Tue, Oct 13

Exam III--Thu, Nov 12

Final Exam--(12:30 class) Tue, Dec 15, 11:00-1:00pm
 (3:30 class) Thu, Dec 17, 3:30-5:30pm

HOMEWORK: Homework assignments are posted on my web site and will be assigned throughout the semester. The homework problems are your practice for the exams. The problems will not be collected, but we will go over them in class.

GRADING SCALE: A=90-100; B=80-89; C=70-79; D=60-69; F=0-59.

GRADE COMPUTATION: ((Exam I + Exam II + Exam III + (2*Final Exam))/5) All exams are on a 100 point total basis. Maximum total is 500/5 = 100 or a perfect score. The Final

Exam is worth twice a regular exam; it is comprehensive. If due to an **excused** absence a student misses one regular exam, the student's Final Exam will be worth 3 times a regular exam (instead of 2 times a regular exam) to give a total of 500 points possible for the course. When requesting an **excused** absence for an exam, it is the student's responsibility to call or email notification of the request prior to the exam and provide supporting documentation. Additionally, graded exams are kept on file for only two weeks. Please note that due to FERPA (Federal Education Right to Privacy Act), grades cannot be given out over the phone or via email.

COURSE MATERIALS: My web address (courses.missouristate.edu/NancyKeith/) contains the syllabus, lecture notes, course overview, homework assignments, and exam outlines. A printed copy of abbreviated statistical tables is provided as a handout in class. Additional statistical tables are located at www.statsoft.com/textbook/sttable.html .

COMPUTER POLICY: Each student is responsible for learning to use PC SAS (Statistical Analysis System). PC SAS is installed in the Glass Hall open labs. Each student may receive a personal copy of PC SAS for home use by providing Missouri State Computer Services (Glass Hall Lab) with one DVD-R and one CD-R.

DROP POLICY: Please note that the no penalty drop and audit deadline is Oct 28. If you drop after the no penalty drop deadline, your current letter grade status is recorded on the drop form, i.e. N or F.

TECHNOLOGY POLICY: Unless specifically advised to do so, students are not permitted to use the following items during any quiz or test period: wireless palm pilots, dictionaries or dictionary devices, laptops, PDAs, or Internet connections. Only calculators that do not accept coded input are allowed. In addition, recordings of classroom lectures are prohibited without prior permission of the instructor.

COBA CELL PHONE POLICY: "The College of Business Administration expressly prohibits the use of cell phones, pagers or similar communicative device while students are in scheduled classes. These devices should be turned off or put in a silent mode and stored completely out of sight. Students are not to leave class to respond to any attempted contact. Punishment for violation of this policy is at the discretion of the professor. In a regular class, professors may ask violators to leave class immediately. Students are expected to do so without comment or recourse. Offending students must receive permission from the head of the department in which the course is taught in order to return to class. In a testing situation, violators could conceivably be found to be in violation of the University's Academic Integrity code and be subject to punishment outlined in that document. Exception to this policy is possible in unusual circumstances, but must be the result of prior approval of the professor."

TESTING POLICY: If a student arrives late for any exam, it is at my discretion whether the student will be permitted to take the exam. If the student is not permitted to take the exam, the student will receive an exam grade of 0. Please note that there are no makeup exams. Further if a student leaves the classroom during an exam, the student forfeits the right to complete the exam.

CLASSROOM SAFETY: Every student has the right to feel safe in the classroom environment. No weapons are allowed in Glass Hall. If a student is disruptive, uses violent language, threatens violence, or has a weapon, the student will be removed from the classroom and will be dropped from the course. Violations of classroom safety should be reported to the MSU Department of Safety and Transportation at 836-5509.

FAILURE TO PAY FEES: If a student is dropped from the course for failure to pay Missouri State fees but continues to attend the course, the student will receive an automatic F.

VIOLATION OF DISCIPLINARY CODE 15: Unauthorized access or use of University computers, computer systems or computer networks may result in dismissal, suspension, or a lesser sanction.

DISABILITY ACCOMMODATION POLICY: "To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>."

NONDISCRIMINATION POLICY: "Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Sicheluff Hall 25 (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head."

ACADEMIC INTEGRITY POLICY: "Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/22102.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy."

ATTENDANCE POLICY: Attendance is not a component in the calculation of your grade in this course. However, class attendance and course grade are demonstrably and positively related, and the University expects students to attend all class sessions of courses in which they are enrolled. If you miss class, you are responsible for getting any notes or homework answers from a fellow classmate.

EMERGENCY RESPONSE: Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information, students should contact the Office of Disability Services, 836-419 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576. For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: <http://www.missouristate.edu/safetran/erp.htm>.
