ORMS 3310
DATA ANALYSIS AND STATISTICS
FALL 2017

Section 002 – 4:20pm - 6:50pm – T – OCNR 118

INSTRUCTOR: Robert Cutshall, Ph.D. OFFICE HOURS: 10:00am – 12:00pm – M
OFFICE: 347 OCNR OFFICE PHONE: 5:00pm – 6:00pm – M & W
OFFICE PHONE: 361.825.2665 e-mail: robert.cutshall@tamucc.edu
2:00pm – 4:00pm – T (and by appointment)

COURSE DESCRIPTION:
A study of descriptive statistics, probability distributions, the normal distribution, confidence intervals and hypothesis testing, regression analysis and chi-square.

COURSE PREREQUISITES:
Prerequisite: MATH 1314 and MISY 2305 or equivalents

LEARNING OBJECTIVES:
1. You will enhance your knowledge of quantitative concepts and skills.
2. You will develop an understanding of key statistical concepts used in business.
3. You will learn basic statistical methods of data analysis, founded in probability theory.
4. You will draw statistical inferences using the results obtained by the application of basic statistical methods.
5. You will apply basic statistical methods to data with the help of the statistical applications found in Microsoft Excel.
6. This course will assist you with your preparation for the Major Field Test to be administered in MGMT 4388.

MAJOR COURSE REQUIREMENTS:
In this course, you are required to complete two (2) regular exams, one (1) comprehensive final exam, one (1) statistics case using Microsoft Excel, and five (5) in-class or Blackboard activities.

REQUIRED TEXT:

You will also need a calculator for this class. A standard five-function (addition, subtraction, multiplication, division, and square root) calculator is all that is needed. Calculators that store text and/or cell phone calculators will NOT be allowed for use during exams.

MAJOR FIELD TEST:
The Major Field Test (MFT) is required for all students pursuing the Bachelor of Business Administration degree and will be administered in the MGMT 4388 course, “Administrative Policy and Strategy”. To prepare for this test, business majors are advised to retain their class notes, textbooks and other relevant materials from this class and the other business core courses. Students will enroll in BUSI 0088 “MFT Review” (concurrently with MGMT 4388) during their final semester; this online course should fine-tune their readiness for the MFT by encouraging them to complete the online MFT review materials and required quizzes available on the course Blackboard learning modules.
EXPECTATIONS OF STUDENTS:

1. You are **EXPECTED** to have read the material **BEFORE** it is covered in class.
2. You are responsible for all material presented in lecture and assigned readings.
3. You are responsible for turning in all assignments on time.
4. You are responsible for staying informed of assignments, meeting locations, and any changes to the syllabus announced during class time.
5. You are responsible for doing everything necessary to learn statistics.
6. You are responsible for knowing and abiding by the rules and policies outlined in this syllabus.

COURSE POLICIES:

**ATTENDANCE/TARDINESS** - Regular and punctual attendance for the **full** period of each class is expected. Unexcused absences **WILL** adversely affect your grade. Attendance of all classes is expected and attendance will be checked from time to time. Should you miss a class, you **are responsible** for all material covered, including announcements and handouts. Any suggestions you have on how to provide the class a better learning experience are always welcome.

**EXAMS** - Your performance will be evaluated on two regular examinations and a comprehensive exam three. The exam formats will generally be short answer and problems where you must show your work and/or multiple choice. Lectures, readings, class activities, and homework problems will be the basis of these exams. Many of the questions will be similar to questions for review and discussion. Rather than being purely numerical, problems will be presented in word format. You will be allowed to use a Formula sheet for each examination. The formula sheet must be turned in with your examination form. **You should KEEP all of your graded exam forms until the final grades have been posted.****THE USE OF CELL PHONE CALCULATORS ON THE EXAMS ARE NOT PERMITTED.****

**MAKEUP EXAMS** - Exams are not to be missed for the convenience of the student. You are expected to schedule other activities around the class exam dates. If a major exam is missed due to a university excused absence, the grade on the **FINAL EXAM will be COUNTED TWICE** to cover the missed exam. Any exam or class activity missed without a pre-approved excuse will be assigned a grade of **ZERO**.

**ELECTRONIC DEVICE USAGE** - Calculators, computers or tablets are required to complete this course.

**EXTRA CREDIT (if any)** - Extra credit will become available from time to time. It can take several forms, including opportunities to participate in research projects and/or campus activities, and then writing brief reports about them. Extra credit opportunities are each worth 5 points.

**GRADING** - Your grade in this course will be based on your performance on two exams, case problems, activities, and a comprehensive third exam. **PERCENTAGES ARE NOT USED IN GRADING IN THIS COURSE. IF YOU WANT A PARTICULAR LETTER GRADE YOU MUST EARN THE MINIMUM NUMBER OF POINTS FOR THAT LETTER GRADE.** For example, for a letter grade of “A” you must earn at least 405 points (in other words 404 points is NOT an “A”, 404 points is a letter grade of “B”). The distribution of points per assignment and the tentative grading scale are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2 at 100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Case Problems</td>
<td>50</td>
</tr>
<tr>
<td>In-Class and/or BlackBoard Activities</td>
<td>100</td>
</tr>
<tr>
<td>Exam III (comprehensive)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td>450</td>
</tr>
</tbody>
</table>

The tentative grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>405-450</td>
</tr>
<tr>
<td>B</td>
<td>360-404</td>
</tr>
<tr>
<td>C</td>
<td>315-359</td>
</tr>
<tr>
<td>D</td>
<td>270-314</td>
</tr>
<tr>
<td>F</td>
<td>below 270</td>
</tr>
</tbody>
</table>
ACADEMIC INTEGRITY/PLAGIARISM - University students are expected to conduct themselves in accordance
with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty
includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification,
forgey, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this
class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a
zero the first time and failing the course for any additional offense. NO EXCEPTIONS!

DROPPING A CLASS - I hope that you never find it necessary to drop this or any other class. However, events can
sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to
be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process
to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping
attendance and participation WILL NOT automatically result in your being dropped from the class. November 15,
2017 is the last day to drop a class with an automatic grade of “W” this term.

PREFERRED METHODS OF SCHOLARLY CITATIONS – APA style is the only accepted method used for
citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used
from sources other than the text should use APA style citations and references.

CLASSROOM/PROFESSIONAL BEHAVIOR - Texas A&M University-Corpus Christi, as an academic
community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere.
Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s
ability to conduct the class or (b) the ability of other students to profit from the instructional program may be
considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of
Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition
applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips,
etc.

GRADE APPEALS - As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student
who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus,
equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of
proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade
is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the
parties involved in the process and the number of days allowed for completing the steps in the process, see University
Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University
Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the
grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office
of the Provost.

DISABILITIES ACCOMMODATIONS - The Americans with Disabilities Act (ADA) is a federal anti-
discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other
things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides
for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation,
please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on
campus, please contact the Disability Services office for assistance at (361) 825-5816.

STATEMENT OF ACADEMIC CONTINUITY - In the event of an unforeseen adverse event, such as a major
hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would
continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to
allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be
operational within two days of the closing of the physical campus. However, students need to make certain that the
course instructor has a primary and a secondary means of contacting each student.

RELATIONSHIP TO OTHER COURSE WORK:

Descriptive and inferential statistics are foundations of business analysis and communications. Specifically, the topics in
the course supportive of studies in accounting, finance, management, marketing, and operations management
INSTRUCTIONAL METHODOLOGY:

Scheduled class time will be used for lectures and student activities. Many of the suggested questions, exercises, and problems will be reviewed during the lectures. You are encouraged to ask questions and to participate in class discussions on statistical methodologies and their applications. In addition, you are encouraged to pay attention to commercials and news items in printed as well as audio-visual media to become aware of the wide use of statistics in our daily lives.

SUGGESTED PRACTICE PROBLEMS:

It is the student’s responsibility to work the suggested study questions, exercises, and problems. This is how quantitative topics are learned (through practice). It is the student’s responsibility to ask questions regarding any issues encountered when working the suggested study questions.

STATISTICS CASE PROBLEMS:

You will be assigned various case problems to complete throughout the semester. You will use Microsoft Excel to help you with the statistical calculations. However, you should keep in mind the calculations are only part of the solution. The true value lies in the interpretation of the statistics that you calculate. Hence, you are required to create a professional Managerial Report to go along with your calculations. Each case problem will give you the MINIMUM requirements that should be included in the Managerial Report. NOTE: Turning in the minimum requirements (as defined in the case problem) DOES NOT guarantee that you will receive full credit for the assignment. You are encouraged to think critically about the material you learn and apply it as necessary to the case problem solutions.

All case solutions are to be typed as comments into the Microsoft Excel worksheet where the calculations are done. All case solutions are to be turned in as a soft copy that must be e-mailed (name the file with your last name and the chapter e.g. “Smith-ch-3-case.xls”) to the instructor on or before the due date. If you plan not to attend class on the date an assignment is due, it is your responsibility to turn in all parts of the assignment BEFORE the due date. LATE WORK WILL NOT BE ACCEPTED! NO EXCEPTIONS!

INSTRUCTOR STATEMENT:

It is my intention to devote the time, effort, and resources to properly instruct each student, and the class as a whole, in the course subject matter and industrial applications in general. I encourage you to devote the time and effort necessary to succeed in this course. The material in this course IS cumulative. Hence, you should strive to keep up with the material and not fall behind.

I encourage you to attend class and participate in all aspects of the learning process.

Best wishes for your success in the class.

GENERAL COMMENTS:

1. Doing the assignments is essential to succeeding in this course. You are encouraged to keep up with the suggested homework problems and check the answers provided in the back of the textbook.
2. You should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class everyone can benefit from the question.
3. You should not hesitate contact me outside of class if you need more assistance in learning the material.

CLASS SCHEDULE:

The following class schedule has been prepared to serve as a guide for the semester. Adjustments may be made to this schedule as necessary. Examinations will cover all material indicated on the assignments below (regardless of whether or not is was discussed in class) in addition to any material covered in class lectures.
<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Topic</th>
<th>Chapter</th>
<th>Section</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Aug 29, T)</td>
<td></td>
<td>Introduction to Statistics</td>
<td>Chapter 1</td>
<td>1.1-1.5</td>
<td>Read Chapter 1 Read Chapter 2</td>
</tr>
<tr>
<td>2 (Sept 05, T)</td>
<td></td>
<td>Charts and Graphs</td>
<td>Chapter 2</td>
<td>2.1 2.2 and pages 64-65</td>
<td>Read Chapter 3</td>
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<tr>
<td></td>
<td></td>
<td>Descriptive Statistics</td>
<td>Chapter 3</td>
<td>3.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Descriptive Statistics</td>
<td>Chapter 3</td>
<td>3.2</td>
<td></td>
</tr>
<tr>
<td>3 (Sept 12, T)</td>
<td></td>
<td>Descriptive Statistics</td>
<td>Chapter 3</td>
<td></td>
<td>Read Chapter 4</td>
</tr>
<tr>
<td>4 (Sept 19, T)</td>
<td></td>
<td>Probability</td>
<td>Chapter 4</td>
<td>4.1</td>
<td></td>
</tr>
<tr>
<td>5 (Sept 26, T)</td>
<td></td>
<td>Probability</td>
<td>Chapter 4</td>
<td>4.2</td>
<td>Read Chapter 5</td>
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<tr>
<td></td>
<td></td>
<td>Probability</td>
<td>Chapter 4</td>
<td>4.3</td>
<td></td>
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<tr>
<td>6 (Oct 03, T)</td>
<td></td>
<td>***** EXAM I *****</td>
<td>Chapters 1, 2, 3 and 4</td>
<td></td>
<td>Read Chapter 6 Read Chapter 7</td>
</tr>
<tr>
<td>7 (Oct 10, T)</td>
<td></td>
<td>Continuous Distributions</td>
<td>Chapter 6</td>
<td>6.1</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Continuous Distributions</td>
<td>Chapter 6</td>
<td>6.2</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sampling and Sampling Distributions</td>
<td>Chapter 7</td>
<td>7.1, 7.2</td>
<td></td>
</tr>
<tr>
<td>8 (Oct 17, T)</td>
<td></td>
<td>Sampling and Sampling Distributions</td>
<td>Chapter 7</td>
<td>7.3</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sampling and Sampling Distributions</td>
<td>Chapter 7</td>
<td>7.4, 7.5</td>
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<tr>
<td></td>
<td></td>
<td>Sampling and Sampling Distributions</td>
<td>Chapter 7</td>
<td>7.6</td>
<td></td>
</tr>
<tr>
<td>9 (Oct 24, T)</td>
<td></td>
<td>Sampling and Sampling Distributions</td>
<td>Chapter 7</td>
<td>7.7</td>
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<tr>
<td></td>
<td></td>
<td>Estimation for Single Populations</td>
<td>Chapter 8</td>
<td>8.1</td>
<td></td>
</tr>
<tr>
<td>10 (Oct 31, T)</td>
<td></td>
<td>***** EXAM II *****</td>
<td>Chapters 5, 6 and 7</td>
<td></td>
<td>***** Read Chapter 8</td>
</tr>
<tr>
<td>11 (Nov 07, T)</td>
<td></td>
<td>Estimation for Single Populations</td>
<td>Chapter 8</td>
<td>8.2</td>
<td>Read Chapter 9</td>
</tr>
<tr>
<td>12 (Nov 14, T)</td>
<td></td>
<td>Estimation for Single Populations</td>
<td>Chapter 8</td>
<td>8.3</td>
<td></td>
</tr>
<tr>
<td>13 (Nov 21, T)</td>
<td></td>
<td>Hypothesis Testing for Single Populations</td>
<td>Chapter 9</td>
<td>9.1, 9.2</td>
<td></td>
</tr>
<tr>
<td>14 (Nov 28, T)</td>
<td></td>
<td>Hypothesis Testing for Single Populations</td>
<td>Chapter 9</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>15 (Dec 05, T)</td>
<td></td>
<td>Hypothesis Testing for Single Populations</td>
<td>Chapter 9</td>
<td>9.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Simple Linear Regression</td>
<td>Chapter 12</td>
<td>12.1, 12.2</td>
<td></td>
</tr>
<tr>
<td>16 (Dec 12, T)</td>
<td>4:30pm – 7:00pm</td>
<td>EXAM III (comprehensive)</td>
<td>Chapters 1, 2, 3, 4, 5, 6, and 7 (approx. 50 percent)</td>
<td>***** Chapters 8, 9, 12 and Decision Analysis (approx. 50 percent)</td>
<td></td>
</tr>
</tbody>
</table>
*This is our plan and is subject to change.
STATEMENT OF UNDERSTANDING OF THE REQUIREMENTS OF ORMS 3310.001

I have read the above syllabus and agree to abide by the class policies and procedures set forth therein.

I understand that I must earn at least the minimum required number of points listed in the syllabus to achieve my desired letter grade.

I agree NOT to request/demand/beg for extra credit or extra points at any time during the semester or at any time after the last assignment has been submitted.

I understand that I must inform the instructor ahead of time and provide written documentation if I have to miss a scheduled exam for university related business.

I also understand that if I must miss a scheduled exam due to a university excused absence, the final exam grade will be counted twice to cover the missed exam.

I also understand that if I miss a scheduled exam due to an unexcused absence, I will receive a grade of ZERO (0) on that exam.

I understand that I must inform the instructor ahead of time and provide written documentation if I have to miss a scheduled exam for university related business.

I also understand that if I must miss a scheduled exam due to an unexcused absence, I will receive a grade of ZERO (0) on that exam.

I understand that the use of cell phone calculators on exams is NOT permitted.

I understand that Exam III IS cumulative (questions on any material covered during the semester are possible final exam questions).

I understand that I am solely responsible for my own work in this course (In other words, I will not turn-in someone else’s work as my own). Turning in some else’s work as my own will result in a grade of ZERO (0) for the entire ORMS 3310 course.

I also understand that if I miss a scheduled exam due to an unexcused absence, I will receive a grade of ZERO (0) on that exam.

I understand that academic dishonesty will not be tolerated in this course.

I understand that I am responsible for asking for any necessary clarification to the requirements listed in the course syllabus.

I understand ALL of the other written requirements in this syllabus for this course that have not been reiterated on this page.

I understand that I must sign/date this page and return this page to the instructor within seven (7) days of receipt of the syllabus.

Signed this the ________ day of ______________, 2017.

Print your name: _________________________________

Signature: _________________________________