

Fall 2015

QMBE 2787

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University of New Orleans

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Recommended Citation

Easley, W. Michael, "QMBE 2787" (2015). *University of New Orleans Syllabi*. Paper 915.
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QMBE 2787 Section 001 Fall15
Course Syllabus

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MySchedule Fall 15:

Mon	Tues	Wed	Thurs
1-1:45 PM Office	1-1:45 PM Office	1-1:45 PM Office	1-1:45 PM Office
2-2:50 QMBE 2786-001	2-3:15 PM QMBE 2786-001	2-2:50 QMBE 2786-003	2-3:15 PM QMBE 2786-001
3-4 PM Office		3-4 PM Office	
	4:30-5:30 PM Office		5-5:50 PM QMBE 2787-602
	6-8:45 PM QMBE 4400-601		6-8:45 PM QMBE 2786-601

Prerequisites:

- Math 2785 or equivalent.
- Concurrent enrollment in QMBE 2786 or prior credit for that course.
- A UNO account for access to **Moodle**. Most course documents will be posted. **Check daily!**

Brief Description:

We meet once a week in KH208 and explore using Excel for statistical analysis.

While Excel is not generally regarded as software suitable for professional statistical work, it does some things very well and has the advantage of being generally available in the business setting.

We will be interested in three components of the Excel package: chart-making, statistical functions, and the built-in data analysis tools, which are basically programmed combinations of the statistical functions. If you choose, you can buy a giant manual and become a master of Excel, knowing all its tricks, shortcuts, and arcane features -- a *temporary* kind of knowledge -- or you can take my approach, which is to know what statistical task you wish to accomplish and then click around until you make it happen. Of course, in the process you'll pick up a lot of the tricks. But this is more a course in statistics than one in Excel. Mastering the correct logic is the most important thing.

The Lab Manual:

Posted for your convenience on Moodle. This is free resource that I created for Excel 2013. I don't necessarily recommend printing, since many of the screen shots will be hard to read in that format. In the Word version posted, they can be enlarged. The 2786 lecture text also has Excel instruction.

Grade Components:

There will be 3 components to your grade:

1. Attendance. You start with 10 attendance points. Each student is allowed 2 unexcused absences. There are no excused absences. For each additional absence, you lose one point. The essential component of the course is participation, i.e., being there and doing the work. Attendance will be recorded in the following way: Sign the roll sheet passed around each lab. If your name is on the roll sheet, and I verify your presence, then you are there that day. If you come late, you are not there. If you don't sign the roll sheet, you are not there. It is not my responsibility to make sure that you sign. Signing the roll sheet for another student is an honor violation.

2. The Topic Documents. Each week I will post exercises, with instructions, for you to complete in class. You will **upload a digital copy to Moodle** and **print a hard copy** for your own reference. This will ensure that you know how to print on the test days, and also will help you to check whether you formatted the documents

correctly. For each document submitted, the grade 0, 1, 2 or 3 will be assigned. To receive a '3', **all questions must be answered in good faith -- no part of the assignment can be omitted and each part must show evidence of a thoughtful response, the formatting of the document must be unchanged and the document must consist of the required number of pages.** Otherwise, these papers will not be graded in detail. Your percentage of the total possible is your topics grade. ***The topic docs are uploaded only during lab.*** Do not upload any document for a fellow student. This is an honor violation and will result in serious consequences for both students involved. If you can demonstrate a valid reason for missing a lab, you can make up the missing work (docs only, not a test!) by attending another section. You will work on the missed assignment during that class, not before, and will submit only a hard copy of the document. ***A maximum of 2 such make-ups is permitted. You must obtain permission in advance and the make-up must be completed within 2 weeks. You may not simply submit work done by another student.***

3. Tests. There will be 2 tests, ***but no final exam.*** Each student may elect to take a comprehensive make-up test to replace a missed test or a low test score. ***The make-up will be given on Monday 12/7.*** I'll use the average of your best 2 of the 3 grades. Students who are happy with their test average don't have to take the make-up. Students wanting to make up a missed topic assignment may do so during the make-up test time.

Attendance and Grading:

To reiterate, since this is a lab course, attendance is mandatory. Do not take this section of the course if there is any reason -- including those that are work-related -- that you can't arrive punctually for all classes. Your numerical grade in the course will be computed as follows:

Grade = Attendance Grade + .30 Topic Docs Grade + .60 Test Average

Your letter grade will be assigned as follows:

100 to 90 = A, 89 to 78 = B, 77 to 64 = C, 63 to 50 = D, 49 to 0 = F

There is no other curve. **There is no final exam.**

Tentative Schedule of Classes:

Date	Topic or Activity
8/24	General Introduction to Course. Intro to Descriptive Statistics.
8/31	Chart Production: Histograms. (Frequency and Relative Frequency)
9/14	Histograms continued.
9/21	Discrete Probability distribution functions. (Binomial, Poisson, Hypergeometric)
9/28	Continuous Probability distribution functions. (Normal, Exponential)
10/5	Test 1 (to do well, it is necessary and sufficient that you study the practice test carefully!)
10/12	Anova and other built-in hypothesis tests. Understanding the p-value of a test.
10/19	Anova and other built-in hypothesis tests continued.
10/26	Covariance and Correlation.
11/2	Simple Linear Regression.
11/9	Multiple Regression and applications.
11/16	More Multiple regression
11/23	Test 2 (to do well, it is necessary and sufficient that you study the practice test carefully!)
11/30	Test 2 returned, course evaluation, last Topic – more regression/modeling/random number generation
12/7	Cumulative Make-up Test (for those who elect to take it -- study Tests 1 and 2)

It may turn out that we have to deviate from this program (but it will be a standard deviation!).

Miscellaneous:

I am required by the University to include the following:

- Some learning objectives: By the end of the course the student should be able to use Excel to analyze data by implementing the Excel functions and Data Analysis Tools referred to in the chart above.

- Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code for further information. The new policy on Academic Dishonesty is available online at:

http://www.studentaffairs.uno.edu/studentpolicies/policymanual/academic_dishonesty.cfm

- It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.

A few computer tips:

1. When you download the doc or test files from Moodle, **SAVE AS to your I-drive** (Computer). Don't just open the files. You may have to enable editing. If you then have a problem with your particular computer or keyboard, you can simply log off and move to a different computer.
2. If I send the class as a whole (or individual students) files, these will go the LanSchool folder in the C-drive. **Save these to your I-drive.**
3. If Word or Excel is not cooperating, a strategy that often works is to save, close the file, and re-open it.
4. Don't be a fidgety clicker. You may jam up the file. Sometimes just waiting is all that is required. **Think before you click!**
5. In order to produce concise, uniform Word documents -- without blowing the answer boxes up -- the following paste options are recommended:
 - a) for single lines of formula or numbers: **Paste Special/Formatted Text.** The default font size is small.
 - b) for charts (histograms, etc): **Paste Special/Chart.**
 - c) for Excel statistical output of more than one line (e.g., an Anova table): **Paste Special/Worksheet Object.**

In general there will be a penalty for unnecessarily increasing the length of a document.

Please Do Not Bring Food or Drink into the Lab

