

# SYLLABUS: INTRODUCTION TO MANAGERIAL STATISTICS

QMB 5303 (3 Credits) – Spring 2017, O2MBAF18

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**OFFICE HOURS:** 10 am to 6 pm EST

**COURSE WEBSITE:** <http://lss.at.ufl.edu>

**COURSE COMMUNICATIONS:** I check my e-mail all the time and e-mail is the easiest way to contact me. I will make every effort to reply ASAP. You can call my office number too. I am in my office from approx. 10 am to 6 pm (Florida time). In case of emergencies I have provided my cell number. But that would be strictly for emergencies.

**REQUIRED TEXT:** Practical Business Statistics by Andrew Siegel (6<sup>th</sup> edition, Academic Press, 2012), ISBN 978-0-12-385208-3

**PURPOSE OF COURSE:** Statistics is important to anyone who needs to extract information from quantitative or qualitative data. A sound basic knowledge of statistics is important for every business professional. My purpose in this course is to cover the essentials of statistics for business decision making. This course should provide you with a package of statistical concepts and procedures that will help to make you a better decision maker.

## COURSE POLICIES

**ATTENDANCE POLICY:** This is an online course. You should plan to spend time in the course site on a consistent basis. The most successful students will be those who check in regularly and keep on track with the course work.

### QUIZZES

- You are not expected to derive and memorize any formula. The emphasis is on proper utilization of the statistical formula in real business situations. Thus all the quizzes will be open-book, open laptop, and open notes.
- Practice problems will be recommended after every module and their solutions will be posted. Please work through these recommended problems.
- There will be 6 quizzes. Quizzes are to be done individually. For final grading purposes, 5 best scores out of the 6 scores for the quizzes will be used. So if you do not want to take all 6 quizzes it will be ok as long as you take at least 5 quizzes. (But I don't see any reason why you should not take all 6 quizzes)
  - Quizzes will be administered online through the E-learning system. Questions will be multiple choice and true/false type (total 8 questions). Each quiz will be max 20 minutes.

- End dates for quizzes are listed in the course schedule. Quizzes are open now but will end on the end date at 11:55 pm. You can go to the E-learning site anytime during that period to take the quiz, but once you start the quiz you will have a maximum of 20 minutes to finish the quiz. At the end of 20 minutes all answers you have chosen will be submitted to the system.
- Sample quizzes are available online. Difficulty of actual quiz will be similar to that in sample quiz.

### CASE REPORTS

- There will be 3 case reports due. One report will be due for each group.
  - Cases are from the end of chapters in the book. Actual cases are listed in the schedule.
    - Questions that will help you analyze the case are available in the book.
    - Case reports are to be submitted online.
      - Case reports consists of Excel and/or Word document
    - The report should address the most important points in the case. It should also address the questions given for the case.
  - Grades for case reports will be in decrements of 2.5% (i.e. max grade 100%, then 97.5%, 95% and so on).

### FINAL EXAM

- On the last day of the class there will be final exam.
  - Final exam will consist of questions for which you will have to do calculations on laptop and show steps for the answers. Questions won't be multiple choice or true/false type. They will be similar to the end of chapter problems that we do in class and for which sample answers have been posted. Exam will be administered on paper. But you will submit the excel files you work on online.
  - Final exam will be a closed book, closed notes exam. Except for the StatPad, Chi-squared and Confidence Interval spreadsheet there cannot be any other file open on the laptop.

**MAKE-UP POLICY:** Make-up assignments, quizzes and final exam will be given only if there is genuine emergency either of work related, medical, or personal nature. However, as much as possible you should discuss such things in advance with me. Then we can schedule an alternate place and/or time for your assignment/quizzes. In certain cases I will require documentary proof establishing the nature of emergency.

## GRADING

Sr. No.	Evaluation Mechanism	Weights
1.	Quizzes (5 best out of 6)	40 %
2.	3 Case reports	30 %
3.	Final Exam	30 %

According to the MBA office guidelines grades will be awarded so that the class GPA is around 3.5. Exact distribution to achieve this class GPA will depend on overall class performance.

## UF POLICIES

**UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:** Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit

this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**UNIVERSITY POLICY ON ACADEMIC MISCONDUCT:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**UNIVERSITY U-MATTER:** Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

**NETIQUETTE: COMMUNICATION COURTESY:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

## GETTING HELP

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

\*\* Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.