

MAS 261
Introduction to Statistics for Management
M. J. Whitman School of Management
Fall 2010

Course Information

Instructor: Jorge L. Romeu, Ph.D.

Lectures: Tues. and Thurs: 8:00 AM to 9:20 AM

Office Hours: Tues. and Thurs: 9:30 to 10:30 AM (*)

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Purpose of this Course: MAS261 is an introduction to statistics for Management students. The goal of this course is to make students familiar with the concepts and methods that managers can use to analyze business and economic data, extracting relevant information to make better business decisions.

Topics: the course will cover basic skills in Data Analysis, Probability and Statistical Inference. We will discuss descriptive stats. methods; graphics; measures of central tendency, spread, and position; correlation and regression; random variables; mean and variance; binomial and normal distributions; confidence intervals and hypothesis testing for means and proportions. We will overview testing for the variance and for contingency tables. Students will be expected to do problems by hand, analyze data using Minitab statistical software, and interpret the results of such computations. Most course material is cumulative and relies on the knowledge of previous course sections and of prerequisite courses.

Prerequisites: MATH 183 or equivalent; MATH 284 recommended.

Required Text: *Business Statistics*, by **Sharpe, DeVeaux and Vellman**, Addison-Wesley, 2010.

Minitab release 15 is available in the public clusters. However, if you prefer to work at home or on your computer, you may lease a copy of *Minitab* for a five-month period for \$25.99; Visit sites: <http://www.e-academy.com/minitab>. or <http://www.minitab.com/education/semesterrental/default.aspx>

Computer Software: The main statistical program that we use is *Minitab for Windows release 15*.

Course Grading:

Exam #1 (Mid-Term), 30%

Exam #2 (Final), 30%

Biweekly Quizzes, 30% (dropping the lowest of six)

Class Group Participation, 10%

(*) This course instructor is an Adjunct Professor, and not a Full Time Academic Professor. Hence, the only available times for office hours are the ones stated above, as he is not on Campus at other times of the day, or on other days of the week.

Group Homework: problems will be assigned, but not collected or graded. They will be used for the quizzes. Students will work in teams of five/six, to prepare selected Homework, and to do Minitab software projects before each of the two Exams. Teams will be announced the first day of class. Students may switch groups with another student, with permission from the instructor. Every student has the obligation to work in his group. Group members can request, submitting a unanimous and written communication to the course instructor, the expulsion of any Student failing to work. Such student will then have to do similar group work, entirely on his/her own.

Class Group Assignment: at the end of every class, a problem will be assigned to two groups (sequentially) who will solve them at the start of the following class. If not done, or completely wrong, a grade of zero will be assigned. If done correctly, a two will be assigned. If done but incorrectly, a one will be assigned. At the end of the semester, the percent of points obtained by each group, with respect to the total possible points, will yield the “class participation” grade of each student in such group.

Quizzes: six (6) quizzes are scheduled during the semester. They usually will require no more than 15 minutes to complete. Their format (multiple choice, short answer, or small problems) will vary throughout the semester. They will be used to measure progress on readings and material covered in class. Class notes and textbook are not to be used during quizzes; however, a **simple** calculator may be needed. The lowest grade will be dropped in determining your quiz grade average. No make-ups are allowed. Quizzes will not be made up. Only written excuses (medical, sports, Dean’s) will be accepted.

Exams: There is one mid-term exam, and one final exam scheduled for this course. The dates are noted on the class schedule; however, they are subject to change based on the pace of the class. **Any student with a conflict must notify the instructor in writing at least one week prior to the exam date.** The midterm and final exams are closed notes and closed book, with the exception of necessary tables that will be provided together with the exam paper. A **simple** calculator will be allowed.

Missing an Exam: If a quiz or test is missed because of a verified, written, extenuating circumstance, the test will be dropped with corresponding weight applied to the remaining ones.

Web Page (blackboard): For the purpose of delivering assignments and information, there is a web site created for this class. It will be used to distribute class material, homework assignments, and any changes to class and exam times or locations. **Students are responsible for checking the blackboard for announcements and updates at least before and after every class meeting, especially if they have missed class.** You may access the site using the Netscape, Firefox or Internet Explorer programs in the computer clusters. For online instruction of WSOM blackboard visit the Computer Center.

There is a short Blackboard manual describing its content. Students will be responsible for reading the daily class meeting summaries, the textbook PPTs and course instructions. There are many other useful materials such as previous quizzes, tests, homeworks, etc. and past student presentations with solved exercises. They are there to help you learn. Take advantage of it.

University and School Policies:**Academic Integrity Policy Certification Requirement (Zero tolerance).**

The faculty of the School of Management has adopted an academic policy emphasizing that honesty, integrity, and respects for others are fundamental expectations in our School. The Policy requires all students who take SOM courses to certify in writing that they have read, understand, and agree to comply with the Academic Integrity Policy. SOM students should have already completed a certification statement. All non-SOM students enrolled in this course, including SOM minors, are also required to complete a certification statement available in the Undergraduate (Suite 210) and Graduate (Suite 222) Offices. Completed statements will be kept on file in the respective administrative Offices.

Work produced by students as part of this course will be used for educational purposes.

It is understood that registration for and continued enrollment in this course constitutes permission by the student to use his or her works for educational purposes. In compliance with the federal Family Educational Rights and Privacy Act, works in all media produced by students as part of their course participation at Syracuse University may be used for educational purposes, provided that the course syllabus makes clear that such use may occur.

Compliance with Section 504 of the Rehabilitation Act of 1973¹

Students who may need special consideration because of a disability should make an appointment to meet with the instructor during office hours within the first two weeks of class and register with the Office for Student Assistance in 306 Steele Hall (ext. 4357) and/or the Center for Academic Achievement in 804 University Avenue, Room 303 (ext. 2622.)

In order to receive disability-related accommodations or services, students must disclose their disabilities. Students with disabilities must provide documentation to the appropriate office. The documentation must be current, it must originate from a qualified specialist, and it must establish the nature of the impairment. It should, wherever possible, recommend appropriate accommodations. The documentation serves as the basis for accommodation forms that are generated on behalf of the student. A sample accommodation form may be obtained from either the Office for Student Assistance or the Center for Academic Achievement.

¹ A direct quote from a memo sent to all University instructors.

Study Hints for Quizzes and Exams

1. Read the material before coming to class and again afterwards.
2. Make notes of your questions as you read the book and do homework; then ask.
3. The more you practice the better your grasp of the material, so do some even-numbered problems to test yourself. Start homework early so you can ask timely, pertinent questions.
4. Be aware that classroom and assignment material can appear on quizzes and exams.
5. Do not miss class – you lose out on too much material.
6. If you have difficulties, see me before they become disasters.

Classroom and Lecture Etiquette

1. At all times, students should conduct themselves as professionals, with courtesy and respect for those around them.
2. Please turn off cell phones and beepers, they interrupt the class and can cause you some embarrassment.
3. Do not be late. Late entry is distracting and disruptive for both the instructor and students. Repeated late entry communicates a lack of consideration for the learning needs of others.
4. When the appointed time for the start of class arrives, quiet should reign. In addition, you will have plenty of time at the end of class to pack your bags and leave – allow the instructor to finish the class before preparing your exit.
5. Do not litter. Upon departure, students should strive to leave their immediate area cleaner and neater than they found it.
6. Do not carry on side-line conversations. They are distracting and disruptive. Extend the instructor and other students the courtesy of listening, just as you would have them listen when you are speaking.
7. If you miss class, recognize that it is your responsibility to obtain handouts, assignments, etc. from your classmates or from the instructor during normal office hours. A short e-mail to your instructor noting your anticipated absence from a class is a welcome courtesy.