Syllabus
MGMT 208 - Business Data Analysis
Spring 2014

Credits: 3 hours
Class Time: M/W/F 12:00 to 12:50
Room: Agriculture 102
Prerequisites: MATH 139

Instructor: Matt Peters
Department of Management
E-Mail: Matthew.Peters@siu.edu
*Put course title in the subject line of any e-mails you send to me.
Tel: 618-453-3307 (Management Dept.)
Office: Rehn 214
Office Hours: M/W/F 1:00-2:00 and by appointment

Class Web Page: All announcements, assignment instructions, PowerPoint slides, and grades will be posted on D2L (Desire to Learn).

Text: BSTAT (with Review Cards and Printed Access Card), 1st Edition
Gerald Keller
ISBN-10: 0538479825 or 1133562140
Note: This is the text packaged with the Cengage course key; should you purchase the book from another sources without the course key card, the ISBN will be the second one.

Course Objectives:
1) Creative problem solving. By the end of the semester students should be able to determine the type of analysis appropriate to a given situation, perform the computations by hand or computer, and interpret the results. The focus will be on understanding concepts and selecting/interpreting appropriate statistical tests.
2) Communication skills. Written communication is essential in performance on quizzes and examinations. Knowledge of mathematical symbols is also highly stressed.

Exams: There will be four exams and a cumulative final exam given in this course. Each test will be worth 100 points. The lowest score will be dropped.
Quizzes: There will be ten quizzes given in this course. All quizzes are to be taken by the students within the Desire2Learn architecture. The quiz will be available to the student after relevant topics are covered; the student will have until approximately an hour past the next class meeting to take the quiz (see course schedule). Once the quiz is opened by the student, the student will have 60 minutes to complete the quiz. The lowest two scores will be dropped.

Grading:
Tests (best 4 out of 5 exams; 4 exams, 1 comprehensive final) 400 points
Quizzes (10 online quizzes to be completed outside of class) 120 points
Participation/Homework 80 points
Total Points: 600 points

** Total points are subject to change

The overall course grade includes four exams (400 points), twelve assignments (120 points) and participation (80 points). Total course points are 600 points. At the end of the semester, letter grades will be assigned based on your total scores as indicated in the following table:

<table>
<thead>
<tr>
<th>Total scores</th>
<th>Letter Grade</th>
</tr>
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<tbody>
<tr>
<td>600 – 540</td>
<td>A</td>
</tr>
<tr>
<td>539 – 480</td>
<td>B</td>
</tr>
<tr>
<td>479 – 420</td>
<td>C</td>
</tr>
<tr>
<td>419 – 360</td>
<td>D</td>
</tr>
<tr>
<td>≤ 359</td>
<td>F</td>
</tr>
</tbody>
</table>

Academic Dishonesty: The College of Business and Administration diligently prosecutes all cases of academic dishonesty. Academic dishonesty as defined by the Student Conduct Code includes the work of another as one's own or cheating by any means. Academic dishonesty also includes aiding, abetting, concealing, or attempting such activity. All SIUC students are required to abide by the Student Conduct Code. Please refer to the following website for more information regarding informal and formal procedures for handling suspected cases of academic dishonesty:
http://www.siuc.edu/~policies/policies/conduct.html

Cell Phones: All cell phones need to be turned off at the beginning of class. If a cell phone rings during an exam it will be considered cheating. Cell phones may NOT be used as calculators for the tests.

Expectations and Student Standards:
- It is expected that the student possesses the knowledge and skills commensurate with his or her education level including, but not exclusive to, the ability to read and write at a college level.
- It is expected that the student participate in this course by reading assigned material, submitting assignments in a timely fashion, and interacting with the class.
Department of Management

- It is expected that the student will check his or her e-mails and announcements (D2L) daily.
- It is expected that the student will ask appropriate questions when a direction is unclear to him or her in a timely fashion.
- It is expected that the student will keep a copy of all materials turned into the instructor regardless of the medium used.
- It is expected that the student understands that late work, without prior approval for the delay, shall not be accepted.
- It is expected that students will respond in a timely manner to emails from the instructor. The student understands that any delay in responding to emails from the instructor, especially concerning questions the student may have about aspects of the course, may adversely affect the student’s grade in the course. Any deadlines that pass as a result of delay in the student’s response shall not be waived.

Disability Support Services: Southern Illinois University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability. Students with Disabilities: Any students with a disability must provide formal documentation. Please contact me by August 29th provide me with the necessary papers if you have a disability and we will discuss any necessary accommodations. Disability Support Services (DSS) provides federally mandated academic and programmatic support services to students with permanent and temporary disabilities. Students are responsible for identifying themselves to DSS, for providing documentation, and for requesting accommodations. http://www.siu.edu/~dss/

Emergency Procedures: Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Important Dates:
http://registrar.siuc.edu/calendars/academic.html
http://registrar.siuc.edu/calendars/registration.html

01/19: Deadline to Register or Add (without Dean’s signature)
Department of Management

01/26: Last day to drop with refund/credit
03/30: Last day to drop without evaluation with SalukiNet

**Disclaimers:**

1. The Instructor reserves the right to modify or append any portion of this syllabus, and the respective requirements of the course, upon notice to the students, which shall be given during the allotted class time. Students who do not attend said class are responsible for inquiry as any such changes.

**Important Information:**

Please see the following Official Southern Illinois University Syllabus Attachment

[http://pvcaa.siu.edu/_common/documents/Syllabus_Attachment.pdf](http://pvcaa.siu.edu/_common/documents/Syllabus_Attachment.pdf)

**About Your Professor:**

Mr. Peters has an undergraduate degree in Psychology and Communications from Mercer University in Georgia. He has an MBA from The University of West Georgia. He worked at Enterprise Rent a Car in Atlanta as a multi unit manager, and at Best Buy as a Sales Manager in the 10 years prior to starting his PhD degree at SIU.