E-mail Business Etiquette
Please follow the guidelines

• Do not abandon business etiquette in your use of e-mail! I will not respond to e-mails if you do not follow the below guidelines:
  • Business-like writing style (Dear Dr. Gonzalez, Dr. G, Sincerely, etc.)
  • Be concise and to the point.
  • E-mail alias so recipient sees your full name, or your full name with @g.cofc.edu, in his/her e-mail inbox.
  • **Subject line** meaningful to recipient (consider identifying your class **DSCI 232-02**. Always include this as your subject line!!! Including section number.
  • Content clear states the purpose of the e-mail including any action to be taken from the professor.
  • Clear signature block with your full name, postal mailing address and return e-mail address (obviously there is no handwritten signature, nor do I require a digital signature).
  • Be careful about including quotations and sayings in your signature block. Obviously don't include anything that has potential to be offensive or misunderstood. Think about the impression your message sends to someone who doesn't know you, and be judicious.

**Please note that occasionally, I will have meetings or other University activities during scheduled office hours. Therefore, I strongly encourage you to make an appointment to see me.**

Course Description

Advanced statistical analysis with applications in business and economics utilizing relevant computer software. Topics include business applications in descriptive and inferential statistics emphasizing selected topics such as simple and multiple regression, analysis of variance, time series analysis, and non-parametric techniques.

School of Business Learning Goals

QUANTITATIVE FLUENCY:
Students will demonstrate competency in logical reasoning and data analysis skills.

Prerequisite

MATH 104 (Elementary Statistics), which covered probability concepts, descriptive statistics, binomial and normal distributions, confidence intervals, and tests of hypotheses. Although knowledge on these topics is expected, we will briefly review the most important topics in class.

Learning Objectives:
• Interpret business data using descriptive statistics techniques, including the use of spreadsheet functions.
• Apply simple concepts of probability distributions to business problems, solving for statistics (given probabilities) and probabilities (given statistics) for normal, t-Student, Chi-Squared and F distributions.
• Use statistical tests to make inferences about a population based on a sample.
• Apply hypothesis testing for one and two populations to test for means and proportions in business applications.
• Apply ANOVA and goodness of fit for testing for differences among multiple populations in business applications.
• Apply Chi-Squared tests and regression for testing relationships between variables for business decision making.

Course Objectives:

• Compute and interpret sample mean and standard deviation
• Determine confidence intervals for the population mean and proportion
• Test hypotheses about population mean and proportion
• Test hypotheses comparing two population means
• Test hypotheses comparing two population proportions
• One-way analysis of variance
• Simple linear regression
• Multiple regressions
• Chi square tests

Course Expectations

As your teacher, I have the following responsibilities:
• Come prepared to every class.
• Plan my class so you can accomplish the objectives listed in the syllabus.
• Treat you as responsible adults.
• Consider that it is not always your fault if you do not understand the material.
• Create a mutually respectful classroom environment.
• Encourage you to ask and answer questions.

As students, you have the following responsibilities:
• Come prepared to every class.
• Complete all work on time with proper thought.
• Behave as responsible adults.
• Consider that it is not always my fault if you do not understand the material.
• Treat others with respect.
• Be familiar with basic functionalities of Microsoft Excel. Use the support material: Excel Essentials using Microsoft Excel for Data Analysis and Decision Making (ISBN: 0-534-39309-8).
• Learn the statistics software outside the classroom with guidance from the professor during office hours (Excel).
• If you are not familiar with excel, it is YOUR responsibility to do the Excel Review by yourself during the first days of class. You are expected at least to have this knowledge for the class.
Text and Course Materials:


Teaching Method

Lecture, assigned reading, hands-on exercises, and cases. **Any questions about excel, should be done outside the classroom to avoid distracting the class objectives.**

In-Class Exercises

Each class session will consist of a period of lecture/demonstration, followed by a period of in-class exercises. The exercises will consist of hands-on computer exercises, which will serve as the primary means for you to learn to use the software applications covered in this course, so take them seriously. **You should also spend at least 2 hrs. of review/study for every hour in class, for working on the exercises to fully understand the material covered in class. This time should allow you to understand the topics and apply them to solve real world problems.**

Grading and Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>20%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>30%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
</tbody>
</table>

(Quizzes are everyday without previous notice)

**LETTER GRADE**

- > 94 A
- 90-93.99 A-
- 86-89.99 B+
- 83-85.99 B
- 80-82.99 B-
- 76-79.99 C+
- 73-75.99 C
- 70-72.99 C-
- 66-69.99 D+
- 63-65.99 D
- 60-62.99 D-
- < 60 F (59.99 it is a F)

Policies and Procedures

**Know the Rules!**

Attendance Policies

Reports show that class attendance is the number 1 variable that leads to successful grades. At the same time, failure to attend class is the leading cause of students dropping out of college. If you miss a lecture, because of illness or have a personal issue, please notify your instructor. Health Services will provide you with a documentation of illness upon request. In the event of a prolonged illness or injury, the Office of Academic Services should be contacted.
• Students are expected to attend classes. You cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments that are covered in class.
• Students are allowed to miss only ONE class without any penalty. If you miss more than two sessions, you will lose 10 point per absence.
• Attendance will be taken randomly in different time periods of the class. If you are absent at the time of attendance signing, it is considered absence. If you come in late and the attendance has already been passed, you will be considered absent. Don’t bother to justify your absence since both justified and unjustified absences count for this rule.
• If you miss a session, the professor WON’T repeat the missed material on office hours, it is your responsibility to read on your own and ask your classmates for missing concepts.

Withdrawal Policy

The professor does not process Instructor Withdrawals for any reason.

Missing Exams/Quizzes
• No makeup exams will be given. It is impossible to make an equivalent exam without the student at either an advantage or disadvantage. If you miss an exam, with or without a legitimate excuse, you will have a zero for that exam. This policy is non-negotiable.
• No makeup quizzes will be given. This policy is non-negotiable. If you registered late for the course and you missed any quizzes, you will have zero on those missing quizzes. The professor cannot wait until the last day to add/drop to start the class.
• SNAP Students/Special Accommodations/Athletes
• If there is a student in this class who has a documented disability and has been approved to receive accommodations through the Center for Disability Services/SNAP (Students Needing Access Parity), please come and discuss this with me during my office hours.
• SNAP students are responsible to remind the professor one week in advance before each exam to allow the professor enough preparation time. If a student fails to remind the professor one week in advance before each exam, the student will have the same evaluation time as the rest of the class for that particular exam.

College of Charleston Honor Code and Academic Integrity
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission--is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.
Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

Professional Behavior Guidelines:

- **Tardiness**: Please arrive on time. If you are later than the start of the class for three times in the semester, it will count as one missed class. If you are late in a quiz day, you have until the other students finish the quiz, the time will not start when you come into the classroom.

- **Side Conversations**: Side conversations make it difficult for your classmates to actively listen and learn.

- **Sleeping**: Falling asleep in class is not considered professional behavior.

- **Inattention**: Please don’t read other material (chat, browsing the web, books) or study for other courses during my class. It’s not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

- **Cell Phone**: Please set your cell phone to silent mode while you are in the class. Cell rings can disturb your classmates as well as me.

- **Printing**: Do not print outside work during class. I will turn off the printer at the beginning of class to prevent any interruption to the class.

- **Navigating or other computer tasks different than class matters**: It is not polite to be doing course work or assignments other than the ones required in class. Also, it is not polite to navigate internet or check email while in class. One point will be taken out from your final grade for every time you do this in class. If you finish your work before other classmates, you might ask for permission to do other work in the computer and until given, you should not do other work.

- **NO Texting during the class time, if you are texting the professor will ask you to leave the class and an absent will count**

Miscellaneous Policies:

- Although I will try to maintain the class schedule and objectives, I may need to make adjustments. You are responsible to check OAKS CALENDAR for the most recent calendar of activities and dates. Don’t ask the professor about quizzes or exams dates, since she will not give you as accurate information as the WebCT Calendar.

- I do not give additional projects to increase one’s grade before or after the exam(s). The professor does not round grades; a 59.9 total grade is an F.

Complaints about Exams

- The professor encourages students to review in detail when exams are returned. You have two days after the graded evaluation was given to you to make any questions or complaints about it. If that time is passed, it means you have accepted the grade given.

- **No complaints are accepted for any reason if the two days period has passed (non-negotiable)**

**Academic Support Services—The Center for Student Learning**

The CSL, located on the first floor of the library, offers a wide variety of tutoring and other academic resources that support many courses offered at the College. Services include walk-in tutoring, by appointment tutoring, study strategies appointments, Peer Academic Coaching (PAC), and Supplemental Instruction (SI). All services are described and all lab schedules are posted on the CSL website http://csl.cofc.edu/, or call 843.953.5635 for information.