BANA 3363 06 Intermediate Business Analysis
Fall 2019
Tuesdays and Thursdays 9:30- 10:45 a.m.
(SHB 133)
Pre-requisite: BANA 2372

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Office Hours:
Tuesday (11:30-1:00p.m.)
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Room: 237M

Course Description

This course is designed to introduce the use of statistics as a business tool. It introduces students to the basic concepts of statistical description, probability theory, and statistical inference. In particular, the course will emphasize estimation and hypothesis testing and, while introducing regression analysis. This course is a continuation of BANA 2372.

Learning Objectives

Upon the successful completion of this course, students will:

1. Demonstrate understanding of introductory probability and statistics on tests.
2. Apply a statistical technique to analyze data
3. Describe how statistics are calculated and how to interpret them.
4. Perform basic analysis of data using a software program (e.g., Excel).

Textbook and Resource Material

Required Textbook: *Modern Business Statistics* by Anderson, Sweeney, et.al., 6th Edition.

This text is primarily an eBook incorporated into the SHSU Blackboard learning management system. You can purchase access to the book and its materials through Blackboard by clicking on the *MindTap* link in the left hand column of the Blackboard page for this course and then click *MindTap-Cengage Student Link*. The eBook required because of the online assignments.

Class Website: SHSU Blackboard is the official class website. This is where you will receive all class announcements, so you should check here regularly. Missing an announcement on Blackboard is not a valid excuse for not following through with class related activities. Lecture slides and some other required materials will also be uploaded here.

Contacting me

You are welcome to meet me during my office hours. At other times you can contact me via email. I will only respond to your emails during business hours

Academic Resources

If you need additional help, tutoring is available Monday through Friday in SHB 108.
MW: 11:00 am - 4:30 pm
TTH: 12:30 pm - 2:00 pm & 2:15 pm - 4:30 pm
F: 9:00 am - 2:00 pm

Grading Policies

Your final grade would be calculated as the sum of the following:

100- first exam
100- second exam
100- third exam
100- final exam
100- homework (10 points each)
 80- quizzes (10 points each) (the highest 8 grades will be considered only)
 20- attendance (1 point for each day present)

Scores obtained in class and homework are the sole criteria used to determine grades. Therefore, extenuating circumstances will not be considered in the determination of grades. Students can also earn a BONUS of 5 points if they do not miss any class.

Course grade will be awarded following the grading scale below

A = 600-540,
B = 539-480,
C = 479-420,
D = 419-360,
F = 359-0.

Grades will be posted on Blackboard. These will be used to calculate your final grade. It is the responsibility of the student to confirm if there are any inconsistencies in their grades. The instructor must be notified of any inconsistencies prior to the final exam.

Exams There will be three exams in class and one comprehensive final exam. The exams may consist of a combination of multiple choice, numeric problem and short answer questions. There will be **no** make-up exam. All exams are mandatory, and a missed exam will be recorded as zero unless excused by the instructor.
The final exam can be counted as two to replace the excused missed exam. The final exam will also replace the score of the lowest midterm exam if it is lower than the grade on the final exam.
Cheating is strictly prohibited. Any student suspected of cheating will receive a harsh penalty which can range from a zero on that exam to an F on the whole course at the instructor's discretion.

Exams would be based on materials covered in class and would be held in the following dates

Exam 1: 10/03/19
Exam 2: 10/31/19
Exam 3: 12/3/19
Final Exam: 12/12/19 (9:30-11:30am)

Homework will be given and announced through class website on Blackboard. You should submit your work online by the announced deadline. No late homework would be accepted. There will be 10 homework assignments in total. You are encouraged to work together in solving homework questions and help each other to do well. However, do not copy answers from your peers.

Quizzes There will be 11 quiz assignments based on the materials covered before that. The three lowest scores in the quizzes will be dropped. You will have to take the quizzes online. It will generally be assigned on Tuesdays after class and deadline to complete will be before the lecture on Thursday.

Attendance, Excused Absences and Make-up Policy

Attendance will be taken in each class. Regular attendance is essential to succeed in this class. To incentivize regular attendance, points will be given for attendance in class. Students can earn upto 20 points for attendance (where each day of attendance is equal to 1 point). This means that attendance of at least 20 out of 30 days can earn you full points for attendance. Students will full attendance (all 30 days) will receive a BONUS of 5 points. You will also receive a point on attendance if you were unable to attend due to an excused absence.
It is not acceptable to be late to class or to leave early without discussing it with me in advance.
It is University policy that attendance be recorded so that the administration can be notified on the 12th class day which enrolled students have never attended class. Also, we must report the final class date attended by any student who receives an F.

There will be **no** make-up for any missed quiz, homework or exam.

Quizzes: You can miss up to three quizzes without affecting your grade (since the best 8 out of 11 quiz scores will be considered).
Homework: If you miss a homework without a valid excuse, you will obtain a score of zero. Generally, the students will get seven days to complete an assignment. For an excused absence for homework, the excuse should apply to all seven days. In case of an excused absence, it is up to the instructor to determine the grading criteria for the missed homework.
Exams: If you miss a midterm exam due to an excused absence, the final exam score will be applied to the missed score. If you miss more than one exam or the final exam, it is up to the instructor to determine the provision based on the situation.

To qualify for an excused absence, students must have met the following conditions:

1. **Must have a university-approved excuse for missing an exam/assignment/attendance.** You can view the list of university approved absences (https://www.shsu.edu/dept/dean-of-students/absence.html) or religious holy day absences (https://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf)
2. **You must notify me within two working days of the exam/assignment/attendance.**
3. **You must provide a copy of the written documentation of the valid excuse at the time of notification of missing the exam/assignment/attendance.** I must KEEP a copy of the

documentation. The documentation must be valid for the DAY of the exam/assignment/attendance and not for any other day.

4. **Please note that if you miss any exam/assignment/attendance without meeting one or more of the conditions explained above, you will receive a score of zero for that exam/assignment/attendance**

FREE PASS: Each student will be given one free pass which can be used only once during the semester to get a 5 days extension on their deadline for either a homework or a quiz. No excuse is required for this to apply and can be used for any one homework or quiz during any time of the semester. However, for the FREE PASS to take effect, you need to notify the instructor before the deadline of that homework or quiz.

Course Topics and Tentative Calendar of Activities
All dates are subject to change. Any change will be announced in class.

Week	Topic
1-6	Introduction and Review
	Chapter 8: Interval Estimation
	Chapter 9: Hypothesis Testing
	Chapter 10: Inference about Means
7	**REVIEW AND EXAM 1**
8-10	Chapter 11: Inference about Population Variances
	Chapter 12: Tests of Goodness of fit, Independence and Multiple Proportions
	Chapter 13: Analysis of Variance
11	**REVIEW AND EXAM 2**
12-14	Chapter 14: Simple Linear Regression
	Chapter 15: Multiple Regression
15-16	**REVIEW AND EXAM 3**
	FINAL EXAM (DECEMBER)

DO NOT use this outline as study guide for the exams! The updated outline and reading assignments will be posted on Blackboard.

General Classroom Guidelines

1. All students are expected to follow the SHSU student guidelines. Academic dishonesty of any kind will be dealt with in a draconian manner.
2. Please try not to come late to class as it interferes with other students' learning. If you do come late, please be quiet. If you think there is a reason that you will regularly come late to class, please inform the instructor.
3. Please do not talk excessively during class or get up in the middle of the class.
4. Please avoid eating large meals or noisy snacks such as potato chips while the class is in session, because it could be very distracting for the class.
5. Please keep the use of electronic equipment such as laptops, cell phones and the likes limited to class related activities and emergencies. Experience shows that other use of electronic equipment disrupts the learning process.
6. Please be respectful and understanding towards everyone in the classroom.

Calculators

- Students are expected to have a calculator which can handle exponents, natural logarithms, and factorials. Calculators should be bought to every class meeting.
- Programmable calculators are not permitted. Graphing calculators are not permitted. Calculators that allow you store text are not permitted. You may not use your cellular telephone or any other wireless communication device as a calculator. No exceptions.
- The sharing of calculators is forbidden during exams.

Students with Disabilities Policy

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in class, register with SHSU Services for Students with Disabilities and schedule a time to talk with a counselor. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: Students with Disabilities Policy

Academic Dishonesty

All students are expected to engage in all academic pursuits in a manner that is above reproach and maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty,

including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work. For additional information please visit Student Guidelines.

Electronic Device Policy

The use of electronic device that performs the task of a telephone or text messages is strictly discouraged in the classroom. The use of such device may be prohibited by the instructor if deemed disruptive. In case of potential emergency situation, the student may be granted permission to step outside and attend to the call. Any use of cellphone or other electronic devices is strictly prohibited during exam. These devices should not be present during the exam or should be stored securely in a such a way that it cannot be seen or used by the student. Even the visible presence of such device may result in a zero for that test. Use of these devices during exams are considered evidence of cheating and could result in a charge of academic dishonesty. The use of headphone and earbuds, even if not attached to the device, is prohibited during exam.
For more information on the university's policy regarding telephones and test messagers, see: Phone Policy

Student Absences on Religious Holy Days Policy

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, United States Tax Code.

A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time. For a complete listing of University policy 861001, see: Student Absences on Religious Holy Days

Visitors in Classroom

n the event an unannounced visitor attends a class, the instructor should request identification in the form of a current and official Sam Houston State University Bearkat OneCard identification card. If the visitor is not a registered Sam Houston State University student, the faculty member should act at their own discretion or refer the visitor to the department chair.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the instruction thereof.