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COURSE SYLLABUS

Term: Summer 2019

Course: MSM 511

Instructor Information:

Instructor Name	Alyssa Rodriguez
Office Number:	400
Phone Number:	219-473-4266
Email:	arodriguez@ccsj.edu
Hours Available:	T: 4 – 6, And by appointment

Instructor Background:

Alyssa Rodriguez has a BS in Mathematics Education, a MA in Leadership in Teaching, and is finishing a Ph.D. in Research Methodology. Alyssa teaches research methods and education courses at the graduate level, statistics, math, and education courses at the undergraduate level, and consults in the areas of general research and data analysis.

Program Information:

Mission Statement of the Masters in Management Program:

The MSM Program at Calumet College of St. Joseph prepares individuals to achieve personal and professional success. Students are empowered with knowledge, skills, abilities, and personal dispositions to become successful managers. Graduates are expected to perform effectively and responsibly as professionals, managers, and leaders in the manufacturing sector, healthcare, the nonprofit sector, government, or in other management settings of their choosing.

Program Competencies:

The MSM program is designed to prepare the student to:

1. Articulate an understanding of the concepts of management systems
2. Model and implement effective oral, written and technology communication strategies in conveying ideas, information, and asking questions;
3. Articulate an understanding of the dynamics of the interactions of organizations and people;
4. Demonstrate the skills and techniques required for analysis and implementation in the continuous quality improvement (CQI) process and/or statistical inference making;
5. Understand the fundamentals of financial management and basic accounting principles;

6. Demonstrate an understanding the role of laws, standards, models, associations and professional bodies play as each relates to management; and
7. Evaluate and participate in strategic planning process and/or project management as they pertain to organizational structures.

This course will place a high emphasis on competencies 2 and 4.

Course Information:	
Course Time:	Tuesdays 6 – 10 pm
Classroom:	TBD
Prerequisites:	
Required Book:	Levine, Szabat, Stephan. (2016) Business Statistics; A First Course 7 th edition. Pearson
Learning Outcomes/ Competencies:	
<p>Through appropriate assessments, students will demonstrate that they are able to:</p> <ol style="list-style-type: none"> 1. Remember the necessary steps and procedures for running descriptive and inferential statistical analysis. 2. Understand the relevance of statistics in society and in the business world. 3. Apply their understanding of the concepts and use appropriate computations to solve problems in business. 4. Analyze problems in business to determine appropriate methods for solving them. 5. Evaluate proposed solutions with respect to commonly accepted practices used in business. 6. Create and demonstrate appropriate solutions to discovery projects applying statistical methods in their business specialty. 	
Course Description:	
<p>This course focuses on the application of statistical concepts and techniques to help in the decision-making challenges that confront managers. Topics covered include univariate analysis, hypothesis testing, bivariate analysis, and regression analysis.</p>	
Learning Strategies:	
<p>Group discussions, lecture, and lots of practice. The objective is to promote your understanding of statistical concepts and to enable you to apply them in a meaningful way. You are encouraged to rely on logical thinking, rather than on memorization. It is VERY important that you READ the sections of the textbook, STUDY the examples and WORK problems. Active participation will help ensure your success.</p> <p>Additional resources available on blackboard.</p>	
Experiential Learning Opportunities:	
<p>Students will analyze real world data throughout assignments and exams.</p>	

Assessments:		
Major Assignments:	In class assignments	10% of grade
	Weekly assignments	25% of grade
	Exam I	30% of grade
	Exam II	30% of grade
	Participation	5% of grade
Written homework assignments:		
<ul style="list-style-type: none"> • Homework is critical to your success in this course. The written homework are meant to serve as practice for quizzes and exams. • Your written homework should be neat and organized. Problems should be copied from the book and all necessary work should be shown. Answers without work will not be given credit. All written homework from the textbook will be due when you take your exams. • It is expected that you will spend 5 – 10 hours outside of class each week. You must practice to succeed. 		
Grading Scale: (given as a percent of total possible points)		
A: 93-100	A-: 90-92	
B+: 87-89	B: 83-86	B-: 80-82
C+: 77-79	C: 73-76	C-: 70-72
D+: 67-69	D: 63-66	D-: 60-62
F: below 60		

Schedule:

This is a **tentative** Schedule that may vary during the course. (I will try to keep an updated schedule on BlackBoard.)

Week	Date	Topic Covered	Readings
1	6/18	Variables Collecting Data Sampling Organizing Categorical Variables Organizing Numerical Variables	Chapter 1, 2
2	6/25	Central Tendency Variation Normal Distribution	Chapters 3, 6

3	7/2	Sampling Distributions Confidence Intervals Estimates for Means Confidence Intervals Estimates for Proportions	Chapters 7
4	7/9	Exam I	Chapter 8, 9
5	7/16	Hypothesis Testing for Means Hypothesis Testing for Proportions	Chapter 10, 12
6	7/23	Comparing Means One - Way ANOVA Linear Regression	
7	7/30	Final Exam	

****I reserve the right to change this schedule to meet the needs of the class.**

Responsibilities	
Attending Class	Attendance is important and is expected. You are responsible for all material covered in class, including announcements of assignments and quizzes. If you miss class, you must contact the instructor by email (arodriguez@ccsj.edu) within 24 hours. The instructor is more than willing to meet you halfway on this, but remember that there are TWO halves. Students who miss more than one class will be withdrawn from the course. If you are more than 15 minutes late to class, that will count as an absence. BE PRESENT, BE ON TIME.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. Late work will be accepted under special circumstances; in such cases score will be decrease by 1% each day for the first 7 days, and 10% each subsequent week.

Using Electronic Devices	It is disrespectful to the instructor to text during class and keeps you from participating in class fully. In emergency cases, please inform the instructor prior to class and step out to use the phone.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .