



MGT 241: Quantitative Analysis

Student Syllabus for the Adult Degree Programs

Course Description

This course introduces basic statistical principles, spreadsheets, and statistical software. Content areas include: data collection, graphing and charting techniques, descriptive statistics, concepts of probability, inferential methods and correlation, regression, forecasting, cash management, breakeven analysis, decision theory, and statistical analysis.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Use quantitative methods to analyze data and make decisions.
2. Use and develop spreadsheet skills in business decision-making.
3. Apply statistical/analytical tools in a wide variety of business situations.
4. Apply business decision-making skills through the use of computer simulation.

Course Technology Requirements

This course will introduce students to the role of data analysis and decision making in today's workplace and the tools available to assist in data analysis. Therefore, in order to complete several of the homework and exam problems assigned in this course, students will be required to enable the Analysis ToolPak add-in for Microsoft Excel and to download the Palisade DecisionTools Suite. While both of these tools are available to students without cost through the purchase of the course's textbook, the Palisade DecisionTools Suite is only compatible with Microsoft Office for Windows products. Microsoft Office for Mac is *not* supported.

For Mac users, Palisade software is supported in the following Windows environments hosted on the Mac:

- Windows XP through Windows 10 running using Boot Camp. (See Apple's page [Boot Camp Support](#).)
- Windows XP through Windows 10 emulation using Parallels, VirtualBox, or VMWare.

See the following Knowledge Base article from Palisade to learn more about [Windows and Office versions supported by Palisade](#).

Course Texts

Albright, S. C., & Winston, W. L. (2017). *Business analytics: Data analysis and decision making* (6th ed.). Cengage Learning.
ISBN-13: 978-1305947542
ISBN-10: 1305947541

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their instructors in relation to course requirements. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC. For more details, visit the [Student Success Center website](#) or call 724-847-5005.

The Grading System in the ADP

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	

B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Geneva College has adopted a campus wide policy on academic honesty; the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of the student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the Department of Professional and Online Graduate Studies (see Appendix A of the student handbook).

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of the student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Honesty (see Appendix A of the student handbook).

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the

Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an academic event in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points
Homework Assignments (8)	60 points each	480 points
Quizzes (7)	15 points each	105 points
Exams (2)	100 points each	200 points
Total		1025 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session

week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.

- b. Part 2 – Respond back to your instructor’s post. In addition, post a response to at least two of your fellow classmates’ postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate MUST be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates’ questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is REQUIRED as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the “Interacting in the Online Environment” section in the ADP Student Handbook.

Homework Assignments

Each week, students will be expected to complete a homework assignment. These assignments are comprised of a series of problems that pertain to the respective session’s lesson.

Homework problems are assigned from within the course text. Often, these problems will require you to download specific data files that provide additional information that is needed to solve the problem. You can download these homework files by visiting the *Business Analytics: Data Analysis and Decision Making* (6th edition) Student Companion Site (available at http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305947542&token=CEE07D638

[9F73E3D9BFCFF2685755478B0C07459B51063A82AE6E2937A22FC046BB8059FA90F11197693D2981360F06A2D2F6AB2B3495111F8326053E098E207921AB12368E6C521](#)).

NOTE: Some homework assignments may require you to upload multiple files. Once the homework is completed, students should upload all documents containing the answers to and/or work for a homework problem to the respective homework activity in the Moodle classroom.

All homework assignments must be completed by 11:55 pm (EST) Saturday of the designated session week.

Quizzes

Throughout this course, students will complete seven quizzes. These quizzes cover the essential elements of the textbook and will help students review and identify important aspects of quantitative analysis. These quizzes will include multiple choice and true/false questions.

- Session 2 – Students will take an online quiz on Chapter 2 of the textbook (15 points)
- Session 3 – Students will take an online quiz on Chapter 3 of the textbook (15 points)
- Session 4 – Students will take an online quiz on Chapter 4 of the textbook (15 points)
- Session 4 – Students will take an online quiz on Chapter 5 of the textbook (15 points)
- Session 6 – Students will take an online quiz on Chapter 6 of the textbook (15 points)
- Session 7 – Students will take an online quiz on Chapter 7 of the textbook (15 points)
- Session 7 – Students will take an online quiz on Chapter 10 of the textbook (15 points)

Students will be allowed to consult their text and notes when taking online quizzes. However, quizzes will be timed, and students will need to have a working knowledge of the material before taking the quiz. There will simply not be enough time to “look up” every answer in your text.

If a student does not take the quiz by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Exams

During this course, students will complete two exams that cover essential quantitative analysis concepts. These exams will require students to provide short answer, graphical, and mathematical data. Specific instructions for completing the problems on each exam will be provided within exam documents that are available for download in the Moodle classroom.

- Session 5 – Students will complete an exam on *Business Analytics* Chapters 2, 3, 4, and 5 (100 points)

- Session 8 – Students will complete an exam on *Business Analytics* Chapters 6, 7, 10, and 12 (100 points)

For each exam, students will need to access two files. The first file is an instructions sheet (PDF document). The instructions sheet will provide direction on how to complete each assigned problem on the exam. The second file is an Excel workbook that includes any data necessary to complete the assigned exam problems. Students will need to complete all work for each exam problem in the provided Excel file. If the work is not done in Excel, then the student will not receive partial credit for any incorrect answers. Once completed, students should upload the Excel file to the respective exam activity in the Moodle classroom.

Students will be allowed to consult their text and notes when completing the exams. The exams in this course are not timed. However, students will need to have a working knowledge of the material in order to successfully complete the data analysis required by the exam problems.

If a student does not submit the completed Excel file for an exam by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

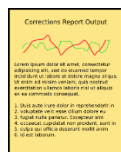
After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

Organization/ Planning Skills



Skillful in creating a strategic vision and motivating others to

Estimating/ Forecasting Skills



Skillful in performing numerical and statistical calculations

Design Skills



Creation of a plan or convention for the construction of an object, system, or measurable human interaction

Categorizing/ Classifying Skills



Skillful in compiling, organizing, and using data to enhance

Operational Skills



Skillful in proper use of tools, hardware, software, and equipment to ensure optimal functioning

achieve excellence in
performance

to provide useful
information

planning and
effectiveness

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