

**Department of Decision and Information Sciences**  
**BZAN 6310: Quantitative Analysis for Business**  
**Fall 2021**

**Instructor:** Dr. Jinghui (Jove) Hou (“Hou” is pronounced as / hōl/)

**Office hours:** TBD

**Email:** jhou@bauer.uh.edu

**Class meetings:** Thursdays 6 – 9 PM (MH 112)

**Course website:** see Blackboard

## **COURSE INFORMATION**

### **Description**

Data have become a torrent flowing into every area of the global economy. Many companies are seeking to enhance their ability to transform data into valuable insights and actions. The course will provide students with skills to analyze data.

### **Prerequisite**

**Students are expected to be proficient in Excel prior to taking this course!** This included being able to use common Excel tools such as range names, pivot tables, data tables, lookups, goal seek, conditional/logical IFs, conditional SUM/COUNT/AVERAGE, SUMPRODUCT, and statistical and financial functions. Some good tutorials on all these tools (and more) can be found on Blackboard.

### **Required Course Materials**

*Textbook:* Business Analytics: Data Analysis and Decision Making 6th edition by S. Christian Albright and Wayne L. Winston. ISBN-13: 978-1-305-94754-2.

*Computer and Software:* Laptop computer with Windows 7/8/10 OS. Because of issues with the Excel add-ins, **Mac users must be able to run Windows**. The software that used in the class is Microsoft Excel 2016 or later with an Add-in called *StatTools*, provided with the purchase of the textbook (as part of the Palisade Decision Tools Suite).

**Your laptop (and a mouse if possible) is needed for every class.** We will work through analyses collectively, and hands-on exercises are an important part of the learning process.

## **COURSE METHODS**

**1. Readings.** Classes will incorporate readings, lectures, and exercises. It is important that you read the relevant material in advance so you can benefit from class.

**2. Quizzes.** There will be computer-based **closed-book** quizzes. These quizzes will mainly cover concepts discussed in class. They will be administered through Blackboard (must read the detailed instructions on Bb). There are **no make-up quizzes**.

**Quiz 0** is about the information described on the syllabus and the Blackboard (Bb) site. Follow the instruction on Bb and complete the quiz. Failure to take the quiz will also result in a drop from the class.

**3. Exams.** There will be 3 exams. The exams are focused on the material since the last exam. The subject matter, however, often builds on prior material and thus requires an understanding of it. The exams will be open book & notes. The exams cannot be retaken or taken at other than the scheduled time except under extreme circumstance (see Makeup Policy on page 4).

**You are expected to take the exams on your own laptops.** It is your responsibility to have **all the needed programs installed** (i.e., Excel, *StatTools*, Internet access).

**4. Case.** There will be a case study that involve applications of lecture concepts and Excel analyses to business problems. You will work on the case with structured guidelines for analysis. More instructions will be provided. **Late submissions will not be accepted.**

**5. Homework.** There is no graded homework in this course. I will, however, post homework assignments with solutions. I expect you to do these and go over the solutions on your own; the homework assignments will give you more training in using the Excel tools.

**6. Collaboration and Cheating.** Collaboration of any kind is **strictly forbidden** on all quizzes and exams. Violations will be reported to Bauer College administration.

**7. Contacting the Professor.** The best way to reach me is through email. Please allow one business day for email responses. Thus, if you send a message on Friday evening, you may not hear back until Monday afternoon. Please plan accordingly.

If you find that you have any trouble keeping up with homework or other aspects of the course, make sure you let me know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing me when difficulties arise during the semester so that I can help you find a solution.

## GRADING

Quizzes @4% each*	20%
Exam #1	20%
Exam #2	20%
Exam #3	20%
Case	20%
Class Performance Bonus	up to 1%

\*Your quiz score (Quiz 1 – 6) for the course will be calculated as the sum of your five (5) highest quiz scores. That is, your lowest quiz score will not count toward your grade.

Final course letter grade follows the numeric-letter grade system shown in the table below.

Grade	Raw Score	Grade	Raw Score
A	> or =92	C	> or =74, but <77
A-	> or =89, but <92	C-	> or =70, but <74
B+	> or =86, but <89	D+	> or =67, but <70
B	> or =83, but <86	D	> or =63, but <67
B-	> or =80, but <83	D-	> or =60, but <63
C+	> or =77, but <80	F	<60

Grades are earned on the basis of performance in this course, not given on the basis of need or effort. Grades will not be rounded up or curved. **For example, if you earn an 85.9999%, you will receive a “B”, not a “B+”.** No exceptions. NOTE: Grades are not negotiable. I do not reply to email requesting a grade change or extra credit.

## COURSE GUIDELINES

***The course involves lots of Excel Spreadsheets modeling:*** To be successful in this course you should be prepared to spend a fair amount of time outside of class practicing your analytics skills. This course is taught using an inverted pedagogy where you are responsible for reviewing the course lectures online BEFORE coming to class so that we can work more challenging problems during class and have more time for discussion.

While we will be using Excel as our primary modeling “language”, this is not a course in Excel; rather, it is a course that will help you to integrate much of what you are learning in your MBA curriculum in a way that will allow you to add value to your organization.

***Classroom Conduct:*** All students are expected to behave in a professional and ethical manner at all times. This includes, but is not limited to, the following:

- Coming to class on time and staying until the end of the period. "Attending" class means not only being physically present but also engaged and actively participating in a positive way.
- Using legally licensed copies of the course software and textbook materials.
- Using your computer for class business ONLY; i.e., ***not for email, web surfing, messaging, etc.***
- Taking notes and paying attention during class so that you can ask meaningful questions.
- Working diligently outside of class time to solve the homework problems on your own.
- Strictly observing the university academic honesty policy at all times.

***Missed Exams:*** The student is responsible for obtaining material. This can be done through contacting a classmate or by contacting the Professor. Missed or late exams cannot be made up under any circumstances, unless an official excuse is provided. Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.

***Excused Absence Policy:*** Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

***Recording of Class:*** **Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor.** If you have or think you may have a disability such that you need to record class-related activities, please contact the [Center for Students with Disabilities](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor’s recordings for their own studying and notetaking. **Instructor’s recordings are not authorized to be shared with anyone without the prior written approval of the instructor.** Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

**Syllabus Changes:** Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through.

**Academic Integrity Policy:** The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, <http://catalog.uh.edu/content.php?catoid=6&navoid=1025>. Students are expected to be familiar with this policy.

Any material submitted for course credit must be your own work if it is an individual-based assignment or the work of your team if it is a group-based assignment. Students are not permitted to discuss, read, etc. the work, thoughts, and ideas regarding the cases or exams with other students (or another team for group case work). If outside references are used, they must be properly referenced. Plagiarizing or copying the work done by others is a violation of the Academic Honesty Policy. Academic misconduct is a serious threat to the integrity and value of your degree. The instructor will strictly follow the Academic Honesty Policy in areas of plagiarism, fabrication, cheating, and other forms of academic misconduct.

- Suspected cases of academic misconduct will be reported.
- Penalties for academic dishonesty may include a failing grade in the course, academic probation, and/or dismissal from the University.

**Disability Accommodation:** The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

**Religious Holy Days:** The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations as outlined in the University of Houston Student Handbook. Potential conflicts with assignment due dates and examinations must be discussed with the instructor **within the first week of class** to be eligible for scheduling changes.

**Makeup Policy:** According to University Policy, a makeup examination will be administered only if the instructor is furnished with written evidence that a student is:

1. Participating in an activity appearing on the University Authorized Activity List and must be preceded by authorized, written, notice.
2. Confined to home or bed by physician on account of illness.
3. Bereaved by a death in his/her immediate family.
4. Participating in legal proceedings that require his/her presence.

If you miss an exam due to a valid excuse as listed above, you have to notify the instructor as soon as possible but no later than 48 hours after the scheduled exam, and provide a written evidence as soon as possible. Otherwise, you will not be allowed to take a makeup exam and you will receive a grade of ZERO (0) for that exam.

**COURSE SCHEDULE**

**Important:** If necessary, this syllabus will be modified. Any modifications to the syllabus will be posted on the course site and email notification will be distributed to course participants.

<b>WK</b>	<b>Date</b>	<b>Topics</b>	<b>Readings &amp; Other Assignments</b>
1	Aug. 26	Introduction Describing data	
2	Sep. 2	Describing data	Ch.2 (except 2-6 & 2-7)
3	Sep. 9	Relationship among variables	Ch.3 Quiz 1
4	Sep. 16	Probability and normal distribution	Ch.4 (4-2) Ch.5 (5-1, 5-2, 5-3 only) Quiz 2
5	Sep. 23	Exam #1	
6	Sep. 30	Sampling and sampling distributions	Ch.7
7	Oct. 7	Sampling and sampling distributions	Quiz 3
8	Oct. 14	Confidence interval estimation	Ch.8 (except 8-4, 8-5, 8-6, 8-8, 8-9b)
9	Oct. 21	Confidence interval estimation	Quiz 4
10	Oct. 28	Exam #2	
11	Nov. 4	Hypothesis testing	Ch.9 (except 9-4a, 9-4d, 9-5, 9-6)
12	Nov. 11	Hypothesis testing	Quiz 5
13	Nov. 18	Regression	Ch.10 (except 10-6) Ch.11 (11-3, 11-5 only) Quiz 6
14	Nov. 24 - 27	Thanksgiving Holiday – No Class	
15	Dec. 2	Exam #3	
	Dec. 7 - 15	Final Exam Period	Case due Dec. 13 (Monday) by 4PM

Note. Course Calendar is available on Blackboard. Make sure you keep a copy of it.