Course: ISAT 365/TRM 383 Section 001 – Data Applications and Interpretation

Location: Building: ASA, Room: 113

Meeting Time: Tuesday and Thursday – 12:35p.m. – 1:50p.m.

Instructor: Edward C. Workman Jr., Senior Lecturer
School of Information Systems and Applied Technologies, SIUC

Email: workman@siu.edu
Phone: (618) 453-7253

Desire 2 Learn Site: https://online.siu.edu

Office: ASA 117

Office Hours: Tuesday and Thursday: 9:30 - 12:00a.m. and 2:00 – 3:30p.m.
Thursday: 5:00p.m. – 5:50p.m.
Other times by appointment.


Course Description: This course will give students an understanding of the basic principles and techniques involved in the statistical treatment of data, including the selection of data sources, the design of statistical studies, the analysis and synthesis of data, and the utilization of data. Students will gain experience in using data for decision-making in their respective professions. Information Systems Technologies majors must earn a grade of C or better.

Prerequisites: University Core Curriculum mathematics requirement. Restricted to Applied Sciences and Arts majors.

Calculator: TI-30X or Casio fx-260 (at a minimum); A calculator will be needed to successfully complete course requirements. Cellphone calculators may not be used during tests. Bring your textbook and calculator to each class.

Software Access: You will need access to Microsoft Excel and Word 2007/2010/2013. A flash drive will also be necessary to store data sets and homework.

Final Exam: Tuesday May 12, 2015 - 12:30p.m.-2:30p.m.

Withdrawal Deadline: Last day for students to drop a full-term course (no refund; resulting in a W grade) (April 5, 2015)
COURSE OBJECTIVES
The student will have acquired a basic understanding of how to:

1. Identify and describe the basic statistical treatment of data, data sources, and the design of statistical studies.
2. Identify and apply the principles and techniques of data analysis, synthesis, and utilization.
3. Identify and interpret various presentations of data.
4. Identify, analyze and interpret statistical study designs.
5. Apply data in its various forms to managerial decision making.

Attendance Policy
Attendance to classes is mandatory. Absence from a class without prior permission from the instructor will result in a deduction of the student’s total grade points received to date for each infraction. If an absence is unavoidable due to health or an emergency related problem, the student is responsible for contacting the instructor at their earliest convenience to ensure arrangements can be made to submit class assignments and reschedule exams. The final exam cannot be rescheduled.

The only exceptions to this policy are if the student is required to attend a university-sanctioned event or observances of major religious holidays. Notification and/or paperwork must be provided at least three class periods in advance of these absences. The University Policy on Accommodating Religious Students can be found in the Undergraduate Catalog, page 579.

Classroom Disruptive Behavior Policies
All ISAT classrooms do not allow Food or drink. Inappropriate use of laptops, cell phones, MP3 players, magazines, newspapers during class and any other inappropriate disruptive behaviors will not be tolerated. If disruptive behavior continues after a warning, the student will be told to leave.

General Grading Criteria
All assignments must be neat and professional. As a technical manager or supervisor, professional, clear, and concise written documents are paramount in effective communications. Spelling, grammar, punctuation, ability to analyze situations, and following directions will be stressed and graded accordingly.

Course Homework Assignments: All assignments have deadlines for submission. There will be a due date and time for each assignment. After the due date and time there will be 10% reduction in points. There will be an additional 10% reduction in points for every 24 hour period beyond the due date. After the assignment is graded and returned it will no longer be accepted.

Class Participation: Meaningful participation in weekly class discussions are a part of your final grade. This course will be delivered in a discussion group format in which you views, comments and experience are valued.

Quizzes and Exams
There will be three exams covering chapter content to measure “the knowledge, comprehension, evaluation and synthesis of student’s learning” based on discussions and the deliverables/products from each class meeting. The Final Exam will not be comprehensive and only cover the remaining chapters of the course per the course outline provided below. Each of these exams will cover in-class discussions, supplemental presented materials, and course text readings. Exam review times will be provided at the instructors’ discretion.
Class Deliverables / Products and Grading Scale

Deliverables are course assignments to be completed by each student. These deliverables include but are not limited to: selected end of chapter Questions, assignments, and instructor assigned materials. Collaborative work between students for homework assignments is allowed, but each student is responsible for submitting their own coursework. See the definition on Academic Dishonesty for further guidance below.

Deliverable / Product Submission Requirements

Course submissions of deliverables and product(s) will be submitted in either a MS 2007, 2010, or 2013 Word or Excel format. Use of other word processing formats may distort and/or provide unreadable content. Assignment submissions will be preferably uploaded to D2L as an attachment by the required assignment due date and time. All assignment submissions will have your name on the assignment. Example: Lastname_Firstname_Assignment. Failure to do so will result in 0 points for the assignment. Each student will be responsible for making sure that the uploaded material is loaded in D2L and how that assignment will appear to the instructor on a Window based PC computer. Specific document submission layouts and formats will be provided for each deliverable / product.

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<thead>
<tr>
<th>Grade</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>90 -- 100%</td>
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<td>B</td>
<td>80 -- 89%</td>
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<td>C</td>
<td>70 -- 79%</td>
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<td>D</td>
<td>60 -- 69%</td>
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<td>F</td>
<td>&lt; 60%</td>
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INC = Only in extreme circumstances. Refer to page 32 in the Undergraduate Catalog.

ISAT 365/TRM 383 Course Text Chapters and Exams

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<thead>
<tr>
<th>Chapter</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to Statistics</td>
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<tr>
<td>2</td>
<td>Summarizing and Graphing Data</td>
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<td>3</td>
<td>Statistics for Describing, Exploring, and Comparing Data</td>
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<tr>
<td>10</td>
<td>Correlation and Regression</td>
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<td>4</td>
<td>Probability</td>
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<td>5</td>
<td>Discrete Probability Distribution</td>
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<td>6</td>
<td>Normal Probability Distributions</td>
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<td>14</td>
<td>Statistical Process Control</td>
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<td>7</td>
<td>Estimates and Sample Sizes</td>
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<tr>
<td>8</td>
<td>Hypothesis Testing</td>
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<td>Final Exam</td>
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ISAT Policy on Academic Dishonesty (Approved 3/30/01)

The Student Conduct Code of SIU clearly spells out the University policy on Academic Dishonesty. Courses involving the use of the computer require extra consideration, because computer work is easily copied.

Definition of Academic Dishonesty

We define academic dishonesty to mean turning in material created by someone else and representing it as your own work or permitting others to represent your work as their own.

The following guidelines may be used to help in determining whether or not academic dishonesty has occurred:

1. The student turns in work (i.e., computer work) that is identical to or extremely similar to work turned in by another student or students, unless identical work is the expected norm.
2. When confronted, the student cannot explain the details of his or her work and the methods used to arrive at the solution.

Some Examples:

Academic Dishonesty has occurred:

- When a student turns in work created by someone else and represents it as his or her own work.
- When a student permits someone else to turn in his or her work and represent it as his or her own work.
- When a student copies work from another student.
- When a student copies answers from another student on a quiz, exam, or test.
- When a student uses notes or materials of any kind during a quiz, exam, or test (unless it is announced by the instructor as “open notes” or “open book”).
- When a student deliberately changes parts of computer work in an attempt to disguise the origin.
- When two or more students collaborate on a project that is supposed to be completed individually.

Academic Dishonesty has not occurred:

- When students have the instructor’s permission to collaborate on a project.
- When students receive appropriate help from instructors, graduate assistants, or other staff members involved with the course.
- When students help each other with syntax errors or other application-specific information that makes computer work easier.
- When students participate in a general discussion about the assignment, such as discussing the requirements for the assignment or general strategies for completion of the assignment.

Penalty for Academic Dishonesty

First offense: from a zero on the specific lab/assignment/project/exam to course grade of F.

Second offense: from course grade of F to suspension from the department.

Third offense: permanent suspension from the department.

Records of academic dishonesty will be maintained in the student’s file in the departmental advisor’s office, as well as in a master academic dishonesty file in the department chair’s office. When an incidence of academic dishonesty occurs, the faculty member will meet with the department chair to discuss the situation and determine the appropriate penalty.

Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that
you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Resources for additional academic help – Writing Center, Learning Support Services, tutoring, DSS services, etc. Two examples:

Supplementary Assistance: With the cooperation of SIU’s Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall B-150, (453-5738) or http://disabilityservices.siu.edu/

Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in this class, please contact me as soon as possible. The Office of Disability Support Services (DDS) offers various support services and can help you with special accommodations. You may wish to contact DDS at 453-5738 or go to Room 150 at Woody Hall to verify your eligibility and options for accommodations related to your special need(s) or disability.

SIU email policy
Official SIU Student Email Policy: http://policies.siu.edu/policies/email.htm

Saluki Cares—The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. To make a referral to Saluki Cares click, call, or send: http://salukicares.siu.edu/index.html; (618) 453-5714, or siucares@siu.edu.

The following and last page is the agreement you must print, sign and return to your instructor by the 2nd class meeting.
ACKNOWLEDGEMENT OF READING AND AGREEING TO THE ISAT 365/TRM 383 FALL 2014 SYLLABUS

I_____________________________ have read and agree to follow and adhere to the requirements
(Print/Type Name Clearly)
of the ISAT 365/TRM 383 001 course as outlined in the provided syllabus.

Signed: ________________________

Date: __________________________

Print and return this form in hard copy to your instructor by the 2nd class meeting.