



Quantitative Methods for the MBA MBA-5020

S2 2021 Section BO 3 Credits 03/15/2021 to 05/14/2021 Modified 03/09/2021

Meeting Times

WebNet+

Wednesday, 6:30 PM to 8:30 PM

Note the time zones for the class start: 6:30 ET/ 5:30 CT/ 4:30 MT/ 3:30 PT

Class will meet via Zoom - the link will be posted in WorldClassroom

Contact Information

Professor : Dr. Casandra Levine

Email: Casandralevine06@webster.edu

Office:

Phone:

Office Hours

Every Wednesday for the Semester

Wednesday, 6:00 PM to 7:00 PM

Description

This course provides an overview of essential quantitative skills necessary to succeed in the MBA program. The Time Value of Money concept is used as context to assist students in learning basic math functions and how to compute them within Excel. The student is also introduced to basic probability calculations and concepts including the Normal Distribution.

Outcomes

Course learning outcomes

- The student can use Excel (or similar spreadsheet software) to solve problems
- The student is can use basic math operations (e.g. order of operation, percentages) to solve problems and program a formula in Excel
- The student can calculate descriptive statistics and use them to present data
- The student can build charts, diagrams, and other tools to visualize quantitative data
- The student can calculate basic probability estimates
- The student is familiar with Bayes Theorem
- The student can calculate the FV of a stream of payments given an interest rate
- The student can calculate the PV of a stream of payments given a discount rate
- The student can calculate the FV or PV of an annuity given the appropriate interest (discount) rate
- The student can interpret unstructured information in order to solve a PV or FV problem
- The student is familiar with the Normal Distribution
- The student is familiar with confidence intervals and can calculate and apply confidence intervals.

Core Business Competencies

- Quantitative Analysis
- Data analytics

Personal Effectiveness Competencies

- Organization skills
- Independent learning
- Spreadsheet skills
- Probabilistic thinking

Required Textbook

Annual textbook purchase

Publisher: Visit Webster bookstore

Materials

This course requires a subscription to Cengage Unlimited, which provides unlimited access to all textbooks used in this course.

- Modern Business Statistics by Anderson
- Financial Management: Theory and Practice, 16th Edition by Brigham
- New Perspectives Office 2019 by Carey

Deliverables

Evaluation

Criteria

This course is designed to have 9 weekly units. Each week covers certain concepts and skills. After completing the required reading on concepts and skills, you will be presented with a Knowledge Check section. These are just for you to self-check if you have grasped the content. These questions assist you to determine where you might need more help and they are not graded.

There are five graded components. Four of them are on weekly basis and focuses on that week's course content.

It is mandatory that one does his/her own work when submitting assignments &/or quizzes. Copying and pasting, using other's spreadsheets (except when provided by the instructor for that purpose), or submitting other's work as your own is considered a violation, and may result in failing the assignment/quiz, the course, &/or one may be subject to university penalties.

Type	Weight	Topic	Notes
Weekly group discussion/forums	15%		<p>Each week, you and your classmates interact in this weekly discussion forum on the content covered in the week. You can ask questions on assignments or practice quizzes here as well. Fellow students are encouraged to answer the questions.</p> <p>Each weekly discussion is worth 2 points. The minimum expectation for "satisfactory graduate work" will be 2 substantial contributions (sharing ideas on the content, asking questions, answering questions). Substantial does not include comments such as "I agree..." or similar postings.</p> <p>Participation in the group discussions/forums will comprise 15% of your overall grade.</p> <p>Weekly group discussion is due at 11:59pm (central time) on Saturday of the week.</p>
Weekly practice quizzes	15%		<p>The practice quiz is to get you familiar with the questions in the weekly quiz. You should have finished reviewing the online materials and knowledge check questions before working on the practice quiz. You can have unlimited time and attempts for the practice quiz and the highest grade will be kept.</p> <p>Weekly practice quizzes will comprise 15% of your overall grade.</p> <p>Weekly practice quiz is due at 11:59pm (central time) on Saturday of the week.</p>
Weekly quizzes	25%		<p>You have two attempts for each quiz and each attempt is 90 minutes. The higher grade will be kept.</p> <p>Weekly quizzes will comprise 25% of your overall grade.</p> <p>Weekly practice quiz is due at 11:59pm (central time) on Sunday of the week.</p>

Type	Weight	Topic	Notes
Weekly assignments	25%		<p>Each week, you work on an assignment to practice the skills you need to grasp.</p> <p>Weekly assignments are worth 25% of the overall grade.</p> <p>Weekly assignment is due at 11:59pm (central time) on Sunday of the week.</p>
Case Study assignments	20%		Case study assignments are worth 20% of the overall grade. The due date can be found on Canvas.

Schedule

When	Topic	Notes
Week 1		<ul style="list-style-type: none"> • Basic spreadsheet skills • Decimals, percentages and basis points • Order of operations • One variable equations • Sources of data
Week 2		<ul style="list-style-type: none"> • Basic statistics terms • Data/variable types • Frequency distributions for a categorical variable • Basic graphs of categorical data visualization
Week 3		<ul style="list-style-type: none"> • Frequency distributions for quantitative data • Data visualization for quantitative data • Constructing histograms and polygons in Excel • Interpreting frequency distributions and visualizations • Measures of location • Numerical measures for variation
Week 4		<ul style="list-style-type: none"> • Summarize and visualize data for two variables • Basic probability concepts • Conditional probability and Bayes' theorem • Contingency tables and probability
Week 5		<ul style="list-style-type: none"> • Random variables and probability distributions • Normal curves • z distribution and z values • computing probabilities • Inverse normal probability distributions
Week 6		<ul style="list-style-type: none"> • Conceptual TVM • Basic concepts TVM • Formulas for TVM • Timelines/compounding more often than annually • Converting compounding rates
Week 7		<ul style="list-style-type: none"> • Perpetuities • Annuities
Week 8		<ul style="list-style-type: none"> • irregular CF & TVM • Coupon Bonds • NPV & TVM • IRR
Week 9		<ul style="list-style-type: none"> • Population parameters vs. sample statistics • Confidence intervals • Margin of error • Confidence interval interpretation
Evaluation Portal		ONLINE EVALUATION: https://evaluation.webster.edu - available weeks 8 & 9, posted in WorldClassroom as well

Course Policies

Please silence all cell phones during class (set to vibrate for emergency calls is acceptable). Even while meeting remotely a ringing phone can be distracting.

Please do your best to login to class on time there are many students and interruptions are distracting.

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>).

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>).

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>).

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>).

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/ (http://www.webster.edu/arc/plagiarism_prevention/).

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>).

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html> (<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>).

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/> (<http://www.webster.edu/academics/academic-calendar/>).

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>).

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>).

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>).

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>).

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>).

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>).

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>).

Campus Information

Due to the Education Centers not re-opening in the DC region as of yet *please* meet via Zoom for the Spring 2 term.

Instructors will post the meetings in WorldClassroom/Canvas for students to log in each week (added security measure). On the left side with all the hyperlinks there will be one for Zoom.

We recommend Chrome for the browser and please mute yourself when not speaking, also only you are able to unmute yourselves in Zoom. If there are many participants it also might be wise to disengage video too (or if bad weather) if low band width messages continually appear.

Webster University - Joint Base Anacostia-Bolling:

Phone (202) 561-4382

bolling@webster.edu

Additional Items

Emerson Library: library.webster.edu

There is a live chat feature - home page, contact a librarian (middle of page, middle box): Chat with a librarian on left side (might have to scroll down a bit) - accessible 24 hours a day.

The WSBT subject librarian is:

Business & Management	Mary Anne Erwin	800-985-4279	maerwin@webster.edu
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Please use these excellent resources