Instructor Contact Information
Instructor: Rex Moody, Ph.D.
Office: Rassman 206
Phone: 325-486-6613
E-mail: rex.moody@angelo.edu
Webex Room Name: Dr. Moody’s Room
Webex URL: https://angelostate.webex.com/meet/rmoody1

Class Meeting Times:
Section 10: Tuesdays and Thursdays, 9:30 a.m. - 10:45 a.m., Rassman 117
Section 20: Tuesdays and Thursdays, 11:00 a.m. - 12:15 p.m., Rassman 117

Office Hours:
Mondays and Wednesdays 1:30 p.m. - 5:00 p.m.
Tuesdays and Thursdays 3:30 p.m. - 5:00 p.m.
or by appointment

Course Communications
Please feel free to stop in (in person or virtually) during office hours; if you need to see me and can’t make office hours, let me know and we can set something else up.

I will have my WebEx room open during all office hours if would like to meet with me virtually. There is a link on the course Blackboard page where you can simply click on the link to “join” the office hours meeting. Complete instructions on contacting me through WebEx are also included on Blackboard.

I will also be happy to meet with your virtually through WebEx at times outside of normal office hours if you so desire. Please send me an email if you desire such a meeting and we will set a time to meet.

Outside of class and office hours, the best way to contact me is via email. I will work hard to return all emails received during business hours within 24 hours of receiving them. Emails received on weekends or during holidays will be replied to by the following Monday or the next working day in the case of holidays.

Please be professional in all email correspondence with me. This means that you have a subject line that is germane to what your are writing me about, a salutation (at least addressing me by name), a message that is well written in full sentences that are free of spelling and grammatical errors, and a proper closing (at least your name). Emails that don’t meet these standards will be returned with a note asking for corrections.
ASU Catalog Course Description
An introduction and overview of information resources commonly used in business including secondary and syndicated data resources. The focus of the course is enabling students to identify, locate, analyze, and report on business data sources both qualitatively and quantitatively.

Course Overview
Data analytics is a growing field within business and becoming more and more important as the amount of data available to researchers and managers grows. In this course students will learn basic concepts related to data analytics, some analysis techniques, and the practice and use of data analytics in several areas used frequently in business. Having a grasp of the basic data analysis terms and techniques is imperative for a student of any area of business and for new managers.

Course Prerequisite
MGMT 2331 (Applied Business Statistics)

Required Reading
There are no materials that you have to purchase for this course. All readings, videos, and other materials needed for the course will be linked to or posted on the course Blackboard page. The one exception to Blackboard availability is for the Tableau software that we will use for class. You will be able to download the software for free when the time is right and we will use training videos provided by Tableau that reside on their website.

Course Technology
Blackboard will be the main repository for materials for this course. We will also use Microsoft Excel and Word in this class, along with an application called Tableau. All of these software packages are available in the classroom.

Note that as an ASU student, you can obtain Microsoft Office for free through the ASU IT Department. You will also receive instructions on how to download Tableau, for free, onto your own computer when we begin using it later in the term. These applications are also on computers in the MCS Lab on campus.

Blackboard and university computer lab technical support is provided by the university’s Technology Service Center by calling 325-942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu.
Course Goals and Assignments
By the end of this course, students should be able to:

- Articulate common terms and discuss techniques in the area of “big data” and data analytics that are commonly used in business today.
- Explain the field of data analytics and separate the fact from fiction in the environment of data analytics.
- Recognize how data and data analytics can be used by managers to make better decisions.
- Practice data analysis and data visualization techniques in several settings.
- Use Excel and Tableau to perform data analyses and presentations.

The above goals will be assessed through two exams; short, one-day assignments; longer homework assignments; and a data analysis group project. Peer evaluations will be used in assessing student learning and participation in group work, and for some short assignments.

Specific Learning Goals for this course are:

1. Explain how the data environment in business is changing and will continue to change in relation to management decision making.
2. Articulate the need and importance of decision making in business, its inherent difficulties and pitfalls, and the importance of proper data analysis in management decision making.
3. Classify data by its type and link the data to the proper methods of statistical analysis depending on type.
4. Review basic statistical analysis techniques (descriptive statistics) and the graphical presentation possibilities in Excel, apply those statistics and graphics to describe the distributions of variables in a data set.
5. Articulate the importance of data visualization and best practices when creating visualizations. Use the Tableau software to analyze data and provide a manager with information useful in decision making, through student-built data visualizations.
6. Explain the usefulness of determining relationships between variables using statistical techniques and tests of significance. Be able to articulate when you should use a Chi-Square test vs. a Linear Regression to determine such relationships. Be able to perform a linear regression using Excel and Tableau.
7. Outline the fundamentals of the U.S. Census, and explain how data for the Census is collected. Demonstrate proficiency in gathering data from the U.S. Census through census.gov, analyzing the data with Excel tools, and using that data to make a business decision.

Assessment
Students can expect the following assessments during the term:

Exams
Two exams will be given during the term. Students should expect these exams to consist of multiple choice and application questions (using the software we use in class). Questions on the exam will test knowledge and application of the student’s knowledge. Exams will be given in class.
Make up exams will be given only for reasons deemed legitimate by Professor Moody and should be avoided if at all possible. If you have to miss the exam for any reason, you must notify Professor Moody in advance, if you are ill or otherwise incapacitated a short phone message or email will suffice.

**Short Assignments**

Short assignments will be used throughout the term in order to get students practicing what is being covered in the class materials. While Dr. Moody will award credit for these assignments, detailed feedback will often come from your peers on these assignments.

**Homework Assignments**

Longer homework assignments will also be given during the term. These will be graded in a more traditional manner by Dr. Moody. Students will typically have at least one week to complete the longer homework assignments (based on the assignment date and the due date).

**Group Project**

You will complete a larger data analysis projects as the capstone to this class. Students will work in groups of four or five on the projects. The main focus of your work on the project will be data analysis and presentation of the results.

Working in groups can be much more difficult than working individually. Be prepared to face the challenges of group work and avoid finger pointing at the end of the project. Should problems arise within your group, you should contact Dr. Moody immediately. Ask, and you will receive support. Peer evaluations will play a role in each group member’s project grades, as will observations by the instructor.

**Course Grades**

Please keep in mind that in MGMT 3332 you are graded on your performance on the graded elements of the course—you are not graded on effort. Your final class grade will depend solely on how you perform on all aspects of the course and no other factors.

The following cutoffs will be used to determine final grades in MGMT 3332:

- A 900 - 1,000 points
- B 800 - 899 points
- C 700 - 799 points
- D 600 - 699 points
- F Below 600 points
Your semester grade will consist of the following components.

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (2 @ 100 points each)</td>
</tr>
<tr>
<td>Short Assignments (4 @ 50 pts. each)</td>
</tr>
<tr>
<td>Homework Assignments (4 @ 100 pts. each)</td>
</tr>
<tr>
<td>Final Group Project Report</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Extra Credit Work**

No extra credit work will be available for students in this class. Students should prepare for exams and assignments to the best of their ability. Attendance, participation, and solid work is expected from all students.

**Late Assignments**

Assignments are due on Blackboard at the time and on the date listed in the syllabus and one the assignment. **Assignments must be turned in by the deadlines given. Late assignments (even a few minutes) will be docked 20%. Assignments will not be accepted 24 hours or more past the stated due date and time.** Plan ahead and be prepared to turn your assignments in when they are due.

**Professionalism**

As noted above, students are expected to conduct themselves professionally in all matters related to this class. This means students should prepare all assignments in a professional manner and conduct themselves in a professional manner in class and online (in class-related emails). Inappropriate verbal comments directed toward others in class and/or inappropriate written comments in assignments will not be tolerated.

**We are all expected to abide by the ASU Norris-Vincent College of Business Code of Ethics**

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated
**Academic Honesty**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

Students caught cheating on exams will be given a grade of zero for the exam and reported to the university’s office of student conduct.

While you may work with others on the assignments for this course, you should not turn in work that is exactly the same as another student (except for group project work). Should two students turn in assignments that are exactly the same, the assignment will be scored in a normal manner and each of the two students will receive one-half of the resulting grade. If three students turn in the exact work the grade will be divided by three as it is assigned to each student, and so on.

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Students caught plagiarizing their own or another’s work in this class will at a minimum receive a grade of zero on the assignment in question, depending on the extent of the issue, they may also be reported to the university’s office of student conduct.

**Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Policy on Disabilities**

Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.
The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting Ms. Dallas Swafford, Director of Disability Services, at 325-942-2047 or through email at dallas.swaffod@angelo.edu.

Policy on Religious Observances
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Course Drop
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit:
March 28 is the last day to drop a course during the spring 2019 semester.

Incomplete as a Course Grade
The incomplete grade, a grade of I is only given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. To graduate from ASU, a student must complete all I's. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Grade Appeal Process
A student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at:
http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU.
As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 200
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix

**General Policies**
All students are required to follow the policies and procedures presented in these documents:
Angelo State University Student Handbook
Angelo State University Catalog
<table>
<thead>
<tr>
<th>Day / Date</th>
<th>Topic(s) / Activity</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Jan. 15</td>
<td>Course Introduction</td>
<td></td>
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<tr>
<td>Thursday, Jan. 17</td>
<td>Introduction to Big Data &amp; Analytics</td>
<td>Assigned Readings</td>
</tr>
<tr>
<td>Tuesday, Jan. 22</td>
<td>Introduction to Big Data &amp; Analytics</td>
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<tr>
<td>Thursday, Jan. 24</td>
<td>Review of Basic Statistical Concepts</td>
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<tr>
<td>Tuesday, Jan. 29</td>
<td>Review of Basic Statistical Concepts</td>
<td></td>
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<tr>
<td>Thursday, Jan. 31</td>
<td>Statistics and Tables &amp; Charts in Excel</td>
<td>In-Class Assignment (1)</td>
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<tr>
<td>Tuesday, Feb. 5</td>
<td>Statistics and Tables &amp; Charts in Excel</td>
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<tr>
<td>Thursday, Feb. 7</td>
<td>Work Day on Homework #1</td>
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<tr>
<td>Tuesday, Feb. 12</td>
<td>Work Day on Homework #1</td>
<td>Homework #1 Due</td>
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<tr>
<td>Thursday, Feb. 14</td>
<td><strong>Exam 1</strong></td>
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<tr>
<td>Tuesday, Feb. 19</td>
<td>Data Visualization</td>
<td>Assigned Readings</td>
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<tr>
<td>Thursday, Feb. 21</td>
<td>Data Visualization</td>
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<tr>
<td>Tuesday, Feb. 26</td>
<td>Introduction to Tableau</td>
<td>In-Class Assignment (2)</td>
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<tr>
<td>Thursday, Feb. 28</td>
<td>Work Day on Homework #2</td>
<td></td>
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<tr>
<td>Tuesday, Mar. 5</td>
<td>Tableau Self-Learning</td>
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<tr>
<td>Thursday, Mar. 7</td>
<td>Tableau Self-Learning</td>
<td>Homework #2 Due</td>
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<tr>
<td>Tuesday, Mar. 12</td>
<td><strong>No Class, Spring Break</strong></td>
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<tr>
<td>Thursday, Mar. 14</td>
<td><strong>No Class, Spring Break</strong></td>
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<tr>
<td>Tuesday, Mar. 19</td>
<td>Tableau Calculations</td>
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<tr>
<td>Thursday, Mar. 21</td>
<td>Work Day on Homework #3</td>
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<tr>
<td>Tuesday, Mar. 26</td>
<td>Linear Regression / Chi-Square Tests</td>
<td>Homework #3 Due</td>
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<tr>
<td>Thursday, Mar. 28</td>
<td>Secondary / Syndicated Data</td>
<td>In-Class Assignment (3)</td>
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<tr>
<td>U.S. Census &amp; Census Data Collection</td>
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<tr>
<td>Tuesday, Apr. 2</td>
<td>Working with Census Data</td>
<td>In-Class Assignment (4)</td>
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<tr>
<td>Thursday, Apr. 4</td>
<td>Work Day on Homework #4</td>
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<tr>
<td>Tuesday, Apr. 9</td>
<td>Work Day on Homework #4</td>
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<tr>
<td>Thursday, Apr. 11</td>
<td><strong>Exam 2</strong></td>
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<tr>
<td>Tuesday, Apr. 16</td>
<td>Introduction to Data Project</td>
<td>Homework #4 Due</td>
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<tr>
<td>Thursday, Apr. 18</td>
<td>Final Data Analysis Project Work Day</td>
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<tr>
<td>Tuesday, Apr. 23</td>
<td>Final Data Analysis Project Work Day</td>
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<tr>
<td>Thursday, Apr. 25</td>
<td>Final Data Analysis Project Work Day</td>
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<tr>
<td>Tuesday, Apr. 30</td>
<td>Final Data Analysis Project Work Day</td>
<td></td>
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<tr>
<td>Thursday, May 2</td>
<td>Final Data Analysis Project Work Day</td>
<td>Final Project Reports Due</td>
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</tbody>
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**Finals Week Class Schedule (no final exam, but time will be used for class activities)**
- **Section 10 (9:30 a.m. class):** Thursday, May 9, 8:00 a.m.
- **Section 20 (11:00 a.m. class):** Tuesday, May 7, 10:30 a.m.