Course Overview

There is an incomprehensible amount of data available now and it is growing every day. Managers need to know how to ask for, read, organize, interpret, and display data that is relevant to the decisions they must make in their businesses.

Business decisions must be based on relevant and reliable data—intuition just isn't enough. This course introduces you to several critical problem-solving methods that can be used to enhance organizational performance. You will learn about field research, data collection, and ways to analyze data collected including quantitative analysis, statistical tools, and quality tools. These tools will improve your ability to use data to make informed decisions.

About Assessments

In this course, you will encounter both a multiple-choice assessment and a performance assessment.

The performance assessment allows you to demonstrate your competency through a hands-on experience. The completed tasks are scored by evaluators using a rubric. Before beginning the performance assessment, be sure to read the instructions for both tasks and the rubric. You can begin the performance assessment at any time during your course experience. Refer to the Roadmap section of this guide to determine the best time to work on each performance assessment task.

Optional items within the course material, such as the MindEdge self-assessment questions and instructor-created quizzes, give you a chance to practice with the material as you learn. These unscored opportunities measure your progress in the course and offer a great way of engaging with your learning.

The multiple-choice pre-assessment is not proctored and will give you a similar experience to the proctored objective assessment. You are assessed on your overall competency relative to a topic; seeing a specific content on the pre-assessment does not ensure you will see that same exact content on the high-stakes exam. To maximize your success, treat the pre-assessment as you would a proctored exam.

To help provide you with the best assessment experience possible, unscored items may be added to the proctored assessment. If you see additional items on your proctored assessment, please know you are helping to improve the assessment experience for future students.

Technology

This course uses a custom MindEdge learning resource. You will read your 'textbook' content in this resource, and you will have access to videos, flash cards, case studies, and self-assessment questions.

The course will link to other materials in addition to the MindEdge resource. You will find links to course instructor-created videos, tip sheets, games, and quizzes to supplement the MindEdge resource and provide additional hands-on instruction in the statistical or analytical technique that you select for your performance assessment.

Frequently Asked Questions

How do I register for a cohort?
Register for a cohort in your course (on the left side under the course introduction). If you are unable to attend a live event, you can access recorded cohorts through the Course Tips.

How much math experience do I need to do well in this course?

This is not a math course, but you do need some mathematical skills to do well. Some of the objective assessment questions require you to perform a calculation to select the correct answer.

Can I submit Task 1 and Task 2 at the same time?

You must submit and pass Task 1 before you can submit Task 2.

Does it matter which I complete first: The objective or performance assessment?

Most students complete the performance assessment first, but there is no required order.

How do I upload my waiver and organizational verification form for Task 1?

You can scan them and submit as attachments to the task, **OR** you can use your phone to take pictures and submit them as JPEG files.

What is the best way to prepare for the objective assessment?

Touch base with your course instructor, who can provide you with preparation guidance.

Roadmap

WEEK 1
- ☐ Complete the Preparing for Success section in the course
- ☐ Consider joining a cohort
- ☐ Prepare for Task 1
  - ☐ Watch the videos

WEEK 2
- ☐ Module 1: The Case for Quantitative Analysis
  - ☐ Read the MindEdge module, including self-assessment questions
  - ☐ Watch the interactive videos
  - ☐ Take the quiz

WEEK 3
- ☐ Module 2: Statistics as a Managerial Tool
  - ☐ Read the MindEdge module, including self-assessment questions
  - ☐ Watch the interactive videos
  - ☐ Take the quiz

WEEK 4
- ☐ Module 3: Quantitative Statistical Tools
  - ☐ Read the MindEdge module, including self-assessment questions
  - ☐ Watch the interactive videos
  - ☐ Complete the game
  - ☐ Take the quiz
- ☐ Submit Task 1 (if you have not already)

WEEK 5
- ☐ Prepare for Task 2
  - ☐ Watch the Task 2 video
  - ☐ Download your selected software (if you have not already)
  - ☐ Read the tip sheet and watch the video corresponding to your chosen technique

WEEK 6
- ☐ Module 4: Quality Management Basics
  - ☐ Read the MindEdge module, including self-assessment questions
  - ☐ Watch the interactive videos
  - ☐ Take the quiz

WEEK 7
- ☐ Module 5: Real-World Data-Driven Decisions
  - ☐ Read the MindEdge module, including self-assessment questions
  - ☐ Watch the interactive videos
  - ☐ Take the quiz
- ☐ Module 6: Improving Organizational Performance
  - ☐ Watch the interactive videos
  - ☐ Take the quiz
- ☐ Submit Task 2 (if you have not already)

WEEK 8
- ☐ Module 7: Case Studies
  - ☐ Read the MindEdge module, and answer the case study questions
  - ☐ Take the MindEdge final self-assessment for additional practice
  - ☐ Take the objective assessment

Course Completed!

Tips for Success

- The course has links to all learning materials and resources, including instructor-created materials, so use the course as you follow the roadmap.
- If you are having any issues with Task 1, please reach out to your course instructor.
- There are tip sheets and videos to help you conduct your Task 2 analysis.
- Have frequent contact with your course instructor.
- Ask questions early and often.
- Attend cohort sessions or review recordings.

Course Instructors

Most successful students reach out to their course instructors early! Contact your course instructor when getting started in the course.

Team TimeTrade link:
http://tinyurl.com/C207-Appointments

Alan Jones
extension 5801 alan.jones@wgu.edu

http://bit.ly/TimeWithAlan

Alex Neely
extension 4332 alex.neely@wgu.edu

http://bit.ly/TimeWithAlex

Jeff Clarke
extension 6099 jeffrey.clarke@wgu.edu

http://bit.ly/TimeWithJeff

MJ Gallo
extension 6803 merry.gallo@wgu.edu

http://bit.ly/TimeWithMJ

Tony Pineda
extension 5632 tony.pineda@wgu.edu

http://bit.ly/TimeWithTony