

Busn 210 – Statistical Analysis for Business and Economics using Microsoft Excel 2010
Syllabus
Syllabus (contract) is subject to change

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How to get started in class:

1. Read syllabus:
2. Watch introductory video:
3. Log-into Angel: <http://angel.highline.edu/default.asp>

Computer requirements for online class:

1. High speed internet. Because the class uses online videos for this class, you must have access to a computer with high speed internet.
2. Speaker/sound capabilities. The videos will contain video and sound.
3. Microsoft Excel 2010 or 2013 for a PC. (No Macs).
 - 1) Earlier versions of Office will not work. For example, Office 2003 & 2007 will not work.
 - 2) YOU CANNOT BE IN THE CLASS IF YOU DO NOT HAVE DAILY ACCESS TO A PC COMPUTER WITH EXCEL 2010 or 2013.
4. In this online class, you MUST have daily access to a reliable computer with the hardware and software requirements. In addition, you must have plans for a backup computer in case your main computer goes down.
5. If you do not have daily access to a computer with the above requirements, you can use Highline's computer labs in buildings 29 or 30, or you can drop the class.
6. Not having access to a computer is not an excuse to miss work, quizzes or tests. Having a reliable computer is an innate feature of taking an online class.

Personal computer skills required for online class:

1. Type quickly and know where most of the keys are on the keyboard are located
2. Save files and then retrieve those files
3. Manage multiple files
4. Are able to e-mail often
5. Browse the internet easily
6. Navigate the Angel web site quickly
7. Download files
8. Upload files
9. Attach files to e-mails
10. Install software if necessary

What you have to buy:

1. Textbook: ***Modern Business Statistics with Microsoft Excel*** 4e (4th edition) By Anderson, Sweeney, Williams - ISBN 0538479752
2. DO NOT BUY 5th edition textbook.

Objectives for the class:

1. Use Statistical Analysis with Microsoft Excel 2010 to make Business and Economic decisions.

2. The Statistics topics for the class are as follows:

- 1) What is Statistics (Descriptive and Inferential)
- 2) Descriptive Statistics: Tabular & Graphical Presentation
- 3) Descriptive Statistics: Numerical Measures (Averages and Variances)
- 4) Introduction to Probability
- 5) Discrete Probability Distributions
- 6) Continuous Probability Distributions
- 7) Sampling and Sampling Distributions
- 8) Interval Estimation
- 9) Hypothesis Testing
- 10) Statistical Inference About Means & Proportions with Two Populations
- 11) Inferences about Population Variances
- 12) Tests of Goodness Of Fit and Independence
- 13) Analysis of Variance
- 14) Linear Regression
- 15) Multiple Regression

3. The Excel topics for the class are as follows:

- 1) Formulas
- 2) Functions
- 3) Cell References
- 4) Number Format
- 5) Data Analysis features, such as PivotTables

Structure of the class:

1. We will use Angel Course Management Web Site for the class (see Introductory Video for more about this). All Announcements and Discussion Board posts made at Angel are part of the content of the course.
2. In this class, you will have to watch videos and complete the projects as seen in the videos then read the textbook and do homework problems from the textbook.
3. Each week of the class you will read the schedule (listed at our web site).
4. Each week you will have to do the following in this order:
 - 1) **Download files** (such as Word handouts to read, PDF files to read, Excel files to use with the “Video Project”, etc.). Files can be downloaded from Angel or the alternative site listed at the end of this syllabus.
 - 2) **Watch videos** and follow instructions in videos that show how to complete the “Video Project”
 - i. The links to watch the videos can be found at Angel or the alternative web site listed at the end of this syllabus.
 - ii. **“Video Project”** means that you watch the video that shows how to make statistical calculations in Excel and then practice what you see in the video in the Excel workbook file that is provided. Sometimes the video will go over things in your Word or PDF files that you downloaded.
 - iii. This means that you will have to watch some of the video, hit the pause button, make some statistical calculations in Excel, go back to the video and un-pause it and watch some more, then hit pause and complete more of your project. If you do not understand something, use the rewind button. The idea is that you should go back and forth between watching the video and completing the “Video Project”. The “Video Project” is for you to practice Statistics and Excel. “Video Projects” are practice for the quizzes and tests. “Video Projects” are not hand-in to the teacher for points.
 - 3) Read textbook and do textbook Homework Problems.
 - i. The homework problems for you to do are listed in the schedule.
 - ii. **Homework** is not handed-in to the teacher for points.
 - iii. Homework problems are practice for the quizzes and tests.
 - iv. Homework problems are not hand-in to the teacher for points.
 - v. Excel Solutions to homework problems can be found at our Angel site in the Lessons area.
 - 4) **Quizzes:**
 - i. After studying each chapter, you can take the timed Angel chapter quiz.
 - ii. The timed Angel chapter quiz is in the Lessons area of Angel.
 - iii. You will have 60 minutes to complete a 15 – 20 question quiz.
 - iv. The quiz will contain True False & Multiple Choice Quiz.
 - v. There is no backtracking on quizzes. Once you answer the question, you cannot go back and change your answer.
 - vi. Each question is worth 1.5 to 2 points.
 - vii. There are about 12 quizzes worth 30 points each.
 - viii. The quizzes can be taken at any time during the quarter. However, it is best to take the quizzes after you study each chapter.
 - ix. All quizzes must be taken before the last date time for our quarter, which is the due date time for Test 3.
 - x. When you take the quiz, do not talk with others about the quiz, do not ask others questions about the quiz, and do not take screen shots of the quiz.

5) **Tests:**

- i. Three times during the quarter there will be a take home test that will be e-mailed out to you.
- ii. The test will be e-mailed to you as an attachment to an e-mail. You will download the file, complete the test and then upload it to Angel. The file will be a single Excel Workbook File that has different problems to solve on each sheet.
- iii. Each Test is worth 100 Points.
- iv. Tests will be e-mailed out and you will have about 24 hours to complete the test (times vary – check schedule for exact dates and times).
- v. Official testing “Send Out Dates” and “Due Dates” are listed in the schedule.
- vi. The test will ask you to solve Statistical problems using Excel; the tests are not Angel True False & Multiple Choice questions.
- vii. The tests will require that you use Excel features like creating formulas, formatting cells or creating PivotTables. If you make your calculations on a hand-held calculator and type your answers in, your score will be zero.
- viii. Each test is cumulative, which means that when the test is sent out it will cover everything that has been covered in the class up through the “Test Send Out Date”.
- ix. When you take the test, do not talk with others about the test, do not ask others questions about the test, do not copy files that are not your own, and safe guard your files so that others do not have access to them.
- x. Tests submitted past the date-time deadline earn a 25% penalty. Except for the Final. The Final cannot be handed in late.
- xi. All Tests must be taken before the last date time for our quarter, which is the due date time for Test 3 (see schedule).
- xii. Exceptions for the Test Due Dates are made for documented emergencies. An Example of a document that can prove that an emergency occurred is an emergency room hospital receipt or a death certificate. Not having a reliable computer is not an excuse for handing in late tests (see Hardware & Software requirements for this class above).

5. **Questions and Discussion Board:**

- 1) During the quarter, if you have any questions that are not personal in nature or are not questions about tests or quizzes, post your question to the Discussion Board.
- 2) Anyone on the team can post questions or answers in the Discussion Board.
- 3) Discussion Board posts must be spell and grammar checked before posting.
- 4) If you are posting a question about the video project or homework, attach the file that you have the question about. When you attach the file, it makes it easier and quicker to answer any questions you have.
- 5) You must read all Discussion Board Posts. They are part of the content of this class.

6. **E-Mail Rules:**

- 1) DO NOT SEND E-MAILS to Michael Girvin except:
 - i. When you have questions that are personal in nature
 - ii. You have questions about a test or quiz
- 2) When you send an e-mail you must follow these rules:
 - i. The subject line must read: “**Busn 210, ...**”
 - ii. You must sign your e-mail.
 - iii. You must spell and grammar check your e-mail.

Grading

1. Course Objectives 1, 2 and 3 will be accessed through quizzes and tests.
2. Grading points and decimal grade for Course Objectives 1, 2 and 3 are as follows (See next two tables):

Items	Points	# Items	Total Points
Test 1	100	1	100
Test 2	100	1	100
Test 3	100	1	100
Quizzes	30	11	330
Overall Total Points Possible For Class			630

% Grade	Decimal	
	Grade	Points
94.444444444444%	4.0	595.0
93.4920634920635%	3.9	589.0
92.5396825396825%	3.8	583.0
91.5873015873016%	3.7	577.0
90.6349206349206%	3.6	571.0
89.6825396825397%	3.5	565.0
88.7301587301587%	3.4	559.0
87.7777777777778%	3.3	553.0
86.8253968253968%	3.2	547.0
85.8730158730159%	3.1	541.0
84.9206349206349%	3.0	535.0
83.9682539682540%	2.9	529.0
83.0158730158730%	2.8	523.0
82.0634920634921%	2.7	517.0
81.1111111111111%	2.6	511.0
80.1587301587302%	2.5	505.0
79.2063492063492%	2.4	499.0
78.2539682539683%	2.3	493.0
77.3015873015873%	2.2	487.0
76.3492063492063%	2.1	481.0
75.3968253968254%	2.0	475.0
74.4444444444444%	1.9	469.0
73.4920634920635%	1.8	463.0
72.5396825396825%	1.7	457.0
71.5873015873016%	1.6	451.0
70.6349206349206%	1.5	445.0
69.6825396825397%	1.4	439.0
68.7301587301587%	1.3	433.0
67.7777777777778%	1.2	427.0
66.8253968253968%	1.1	421.0
65.8730158730159%	1.0	415.0
64.9206349206349%	0.9	409.0
63.9682539682540%	0.8	403.0
63.0158730158730%	0.7	397.0
0.0000000000000%	0.0	391.0

Suggested approach for doing well in this class

1. Each day in this class is equivalent to 50 to 60 minutes in classroom time. As a general rule, outside the classroom study should be double the time spent in the classroom. This means:
 - 1) If you are taking the ONLINE class you must study a MINIMUM of 3 hours a day or 15 a week. During the summer it is 20 hours per week.
 - 2) If you are taking the IN-THE-CLASSROOM class you must study a MINIMUM of 2 hours a day or 10 a week. During the summer it is 15 hours per week.

Completing “Video Projects” and doing “Homework Problems”:

1. “Video Projects” and Homework are **NOT** handed in for points. You must do it to practice for the tests and quizzes.
2. Solutions for homework problems are posted at Angel in the Lessons area.
3. Solutions to Video Projects are in each chapter’s Video Project Excel Workbook File.
4. Notes about Homework:
 - i. When you do the homework from the textbook, you should create a new Excel workbook file for each chapter and do your problems in that workbook.
 - ii. There is a link in the Lessons area for Homework Solutions. Michael Girvin created these in Excel from the homework problems in the textbook. These are for you to look at after you have done the homework from the textbook using your own Excel workbook.

Instructor Hours

Michael Girvin will check e-mail and the Angel site Discussion Board Monday – Friday 7:00 AM to 2:00 PM

Schedule (not in syllabus – see our web site):

See web site.

Incomplete Policy

1. Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the eighth week.
2. If 80% of the class work is not completed with a 2.0 grade or higher before the end of the eighth week, an incomplete is not allowed.
3. If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contract must be completed within four weeks of the last day of class.

Preferred Internet Browser

Although Google Chrome Browser works great for watching videos, when you are taking quizzes use Internet Explorer (Microsoft’s Browser).

If Angel is not working, use alternative web site:

<http://people.highline.edu/mgirvin/AllClasses/210Excel2010/210Excel2010.htm>

Last Day To Hand In Work:

This class ends at exactly noon, Tuesday, Mar 18, 2014. No quizzes or tests can be handed in after this date-time.

On Tuesday, Mar 18, 2014 at noon, the entire class will go OFF-LINE and scores will be downloaded so that I can prepare grades. NOTHING CAN BE HANDED IN AFTER THE CLASS ENDS, Tuesday, Mar 18, 2014 at noon. OFF-LINE means that the class will no longer appear when you log-in to Angel. If you want to e-mail me you must use: mgirvin@highline.edu.

And, most importantly, if you want to access any of the videos and files that go along with the videos, you must use this site: <http://people.highline.edu/mgirvin/>. In addition, all the videos are always at YouTube!! This is a great resource for you in the future for other classes or in your job!