



Busn 210, Statistical Analysis with Microsoft Excel Syllabus (Online) *(subject to change)*

Fall 2021
Highline College
2400 S. 240th St.
Des Moines, WA 98198
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Getting Started in this Class:

- 1) The first thing you must do is watch the Class Introductory Video and read the Syllabus (you are reading the syllabus now) at this web site: <https://people.highline.edu/mgirvin/AllClasses/210Excel2013/210/Busn210.htm>
- 2) The video and written syllabus show how this “No Textbook”-YouTube class will be conducted.

Instructor Information:

Instructor’s Name: Michael Girvin
Instructor’s Office Phone: (206) 592-3562
Instructor’s Email address: mgirvin@highline.edu
Office / Student Hours: Monday to Thursday: 12:00 PM – 2:00 PM
E-mail: mgirvin@highline.edu
Phone: 206-592-3562

Office / Student Hours means you can get help with class, advising or other questions that you may have.

In person, phone, zoom or e-mail meetings:

Send me an e-mail to request a meeting Monday to Saturday outside my office hours.

Course Information

Department: Business
Item (Section): 5143
Location: Online
Schedule: listed at end of this syllabus

Busn 210 Class Description (As Listed in Highline Catalog):

Statistical methods and their application to practical and economic data. Teaches basic statistical analysis concepts and techniques, stressing how statistical techniques can be used to make better decisions under conditions of uncertainty. Uses data sets from business and government to make practice problems as realistic as possible and includes Excel applications for the solving of statistical analysis problems. Statistical methods and their application to practical and economic data. Teaches basic statistical analysis concepts and techniques, stressing how statistical techniques can be used to make better decisions under conditions of uncertainty. Uses data sets from business and government to make practice problems as realistic as possible and includes Excel applications for the solving of statistical analysis problems.

Course Outline from Highline College Web Site:

- Introduction: What is statistics?
- Graphic Presentation of Data.
- Frequency Distributions.
- Measures of Central Tendency.
- Measures of Dispersion and Skewness.
- A Survey of Probability Concepts.
- Discrete Probability Distributions.
- The Normal Probability Distribution.
- Sampling Methods.
- Test of Hypotheses:
- Analysis of Variance.
- Simple Regression Analysis.
- Multiple Regression and Correlation Analysis.
- Chi-Square Distribution

Student Learning Outcomes from Highline College Web Site:

- Create descriptive tabular and visual reports that use raw data for business decision-making.
- Calculate and apply probability rules for business decision-making.
- Use samples and sampling distributions for business decision-making.
- Make inferences based on sample data using methods such as interval estimation and hypothesis testing.
- Perform regression analysis on x and y data sets for business decision-making.
- Perform analysis of large data sets using Microsoft Excel for business decision-making.

Additional Outcomes for this class:

- 1) Understand the definition of Effective and Efficient
 1. Effective:
 - i. Accomplish the stated goal.
 - ii. In this class the goal is to create things like Payroll tables or calculate the correct invoice totals after a trade discount. For these calculations, effective means get the correct answer.
 2. Efficient
 - i. Accomplish the goal with the minimum number of resources.
 - ii. In this class the resource is time. So “Efficient” means we will learn how to create Excel Solutions that make math calculations quickly in order to save time.
 - iii. Two examples of efficient are:
 1. Using the SUM Function like =SUM(B7:B11,B14:B20,B23:B25,E7:E17), rather than the much longer formula:
=B7+B8+B9+B10+B11+B14+B15+B16+B17+B18+B19+B20+B23+B24+B25+E7+E8+E9+E10+E11+E12+E13+E14+E15+E16+E17
 2. Relative and Absolute Cell References to quickly calculate a column of Payroll number, like: =ROUND(B9*\$E\$9,2), where \$E\$9 must be locked (Absolute).

Textbook Requirement for this class:

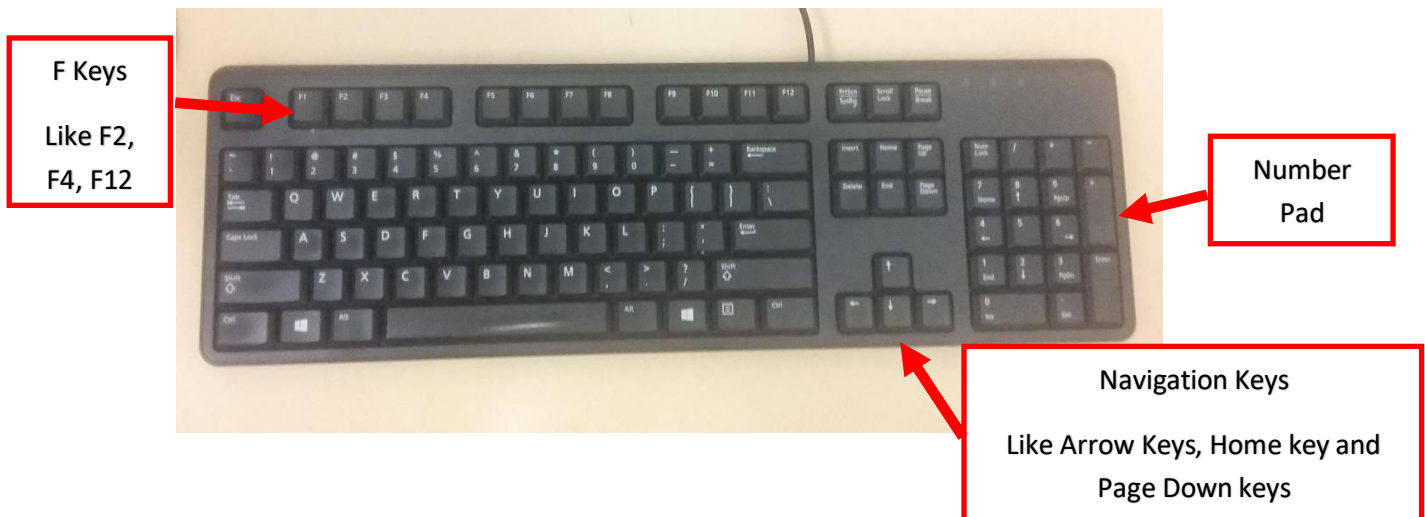
- **Title:** Essentials of Modern Business Statistics with Microsoft Office Excel, 6e
 - This is an older version of the book, and so you should be able to get an inexpensive version online. You have a full week to buy the textbook as we do not use the textbook during the first week of class.
- **Authors:** Anderson, Sweeney, Williams
- **ISBN #:** 978-1-285-86704-5

Computer Requirements for class:

- 1) Must have daily access to a Windows based PC computer that fulfills these requirements:
 - Computer must have an internet connection that allows you to watch the YouTube class videos.
 - Computer must have Excel 2013 or later for PC. Free Microsoft 365 Office with Excel that Highline provides all students is good for this class.
 - Computer can NOT be a MAC or a Chromebook.
 - i. Why are Macs and Chromebooks not allowed?
 1. Because the Mac and Chromebooks are different than Windows based computers.
 2. Because most employers require employees to use Windows based PC computers.
 3. The Business Department at Highline is required to teach you on a Windows based PC computer to match employers' demands.



- 2) Buy a USB Jump Drive so you can store our class Excel & PDF files.
- 3) A Standard Keyboard with the F Keys, Navigation keys and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications. If you don't have a Standard keyboard, you must have a keyboard with the F Keys and Navigation keys. For some laptop computers you may have to use the Fn button (Function key) to access the F keys.
 - Standard Keyboard looks like this:



- Laptop computers have many different configurations. But if you have a laptop, you may have to access the F Keys using the Fn button (Function key). Here is a picture of a Surface Laptop Keyboard:



Access to Computers:

- 1) The Computer Lab Building 30 is open to students, the computers can be scheduled up to 2 hours at a time and is limited to students only. You can book an appointment by going to <https://its.highline.edu/> or you can check in at the help desk in building 30.
- 2) If you do not have access to a Windows based PC computer with the Excel program installed, you will have to submit a request to the Highline helpdesk to borrow a computer for the quarter.
 1. Please complete the request to borrow a laptop online using this link <https://forms.office.com/Pages/ResponsePage.aspx?id=AzbjXcO4-06rg5AtOyQeHLOGPASG4rpPtmhuUP6HgPNUQ01FTk9TOENSQ0NMNkxVODMzOExKSzY1Ny4u> or you send an email request to: helpdesk@highline.edu
 2. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it.
 3. Please refer to our canvas Module -- Covid-19 Information and Resources.
- 3) If you have a computer and just need the Excel program, Highline provides students with a free version of Microsoft 365 Office with Excel and Word. Here is link: <https://its.highline.edu/> (first link in Important Information list).

We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos:
<https://people.highline.edu/mgirvin/AllClasses/135NoTextBook/135/135NoTextBookClass.htm>
The people site contains:
 - 1) Introductory Video
 - 2) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
 - 3) All Video Lectures
 - 4) Downloadable files for class
2. Use Canvas to take quizzes, upload tests and view your points for the class.
<https://canvas.highline.edu>
The Canvas site contains:
 - 1) Announcements
 - 2) Quizzes
 - 3) Test Upload Links
 - 4) Grades section shows you your points earned for the quizzes and tests
 - 5) The Canvas site is only available during Fall quarter which starts at 12:00 AM, Monday, September 27, 2021, and ends at noon on Wednesday, December 15, 2021. If you want information about your score or grade after the class is turned off, just e-mail mgirvin@highline.edu.

Succeeding in this class:

1. You must have a Windows based PC computer with Excel installed on it (discussed above).
2. You must buy the older textbook online (discussed above).
3. In this class, it all starts with the schedule at the end of this syllabus. This schedule lists everything that you need to do this this class. Consult this schedule each day of the class.
4. For each chapter in this class, you will need to:
 - i. Downloading Excel chapter files.
 - ii. Watching YouTube class lecture videos.
 - iii. Completing Excel Video Projects for practice.
 - iv. Reading the textbook chapters and completing homework problems from the textbook for practice.
5. For the first week of class, you do not use the textbook, you study the first two videos in the class to learn all about Excel. There are homework problems at the end of the Excel file and the video prompts you about these.
6. For the second week and beyond, then you start to use the textbook.
7. All video projects and homework are done for practice. You do not hand in video projects or homework for points toward a grade. You earn points toward a grade in this class by doing quizzes and tests.
8. Solutions for all homework problems are available for download in the Home area of Canvas. This is so you can check your own work.
9. Quizzes can be done to earn points toward a grade. These quizzes are in the Home area of Canvas.
10. Take-home Excel Statistics tests can be done to earn points toward a grade. Take-home Excel Statistics Tests are e-mailed out to you, and you have about two days to complete the Excel file and then upload to the Home Area of Canvas.
11. Download all files and watch all videos at the people web site.
12. Use Canvas to takes quizzes, upload tests and see scores for grades.

Details About Quizzes & Tests & Grading

1. Quizzes

- i. 60 minute timed quizzes.
- ii. About 10 True/False or Multiple Choice Questions on each quiz.
- iii. Quiz covers everything up through the content covered through the given week. This means all quizzes are cumulative.
- iv. Quizzes cover everything in the class, including Statistics, Excel and Class Policy.
- v. Quizzes are located in the Home area of Canvas.
- vi. There is no backtracking on quizzes. Once you answer the question, you cannot go back and change your answer.
- vii. The quizzes can be taken at any time during the quarter. However, it is best to take the quizzes after you study each chapter. The suggested dates for quizzes are in the schedule on the last page in this syllabus.
- viii. All quizzes must be taken before the last date time for our quarter, which is the due date time for Test 3 (see schedule listed on the last page of this syllabus).
- ix. 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.

2. Tests

- i. Tests are given in Excel.
- ii. Three times during the quarter there will be a take home test that will be e-mailed out to you.
- iii. 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 Canvas. The file is a an Excel Workbook File that has different problems on each sheet.
- iv. Each Test is worth 100 Points.
- v. 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).
- vi. Official testing “Send Out Dates” and “Due Dates” are listed in the schedule on the last page of this syllabus.
- vii. The test will ask you to solve Statistical problems using Excel; the tests are not Canvas True False & Multiple Choice questions.
- viii. 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. You will be graded on your Excel skills as well as your statistical skills.
- ix. 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”.
- x. 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.
- xi. Tests submitted past the date-time deadline earn a 25% penalty. The Final cannot be handed in late.
- xii. All Tests must be taken before the last date time for our quarter, which is the due date time for Test 3 (see schedule listed on the last page of this syllabus).
- xiii. 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.
- xiv. Test 2 and Test 3 are not sent to students until they complete Test 1. Test 3 will not be sent unless Test 2 is completed.

3. Canvas Gradebook is NOT Correct

- i. Do NOT use the percentage grades you see in canvas to calculate your grade.
- ii. The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
- iii. The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- iv. All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading Feedback

All submitted assignments (test and quizzes) are graded within 24 hours.

Canvas Gradebook is NOT Correct

- 1) Do NOT use the percentage grades you see in canvas to calculate your grade.
- 2) The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
- 3) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- 4) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading:

- 1) Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table at the right to determine your grade.
- 2) For example if you got 21 out of 30 in quiz 1 and 24 out of 30 on quiz 2 and 84 out of 100 on Test 1, your total points would equal 129 (21+24+84), the total possible would be 160, and your percentage of points earned would be: $129/160 = 0.81$ or if you format it with a percentage: 81% and your decimal from the table on the right would be 2.6.

3) Grading Scale:

% Grade	Decimal Grade	% Grade	Decimal Grade
94.00%	4	76.00%	2.2
93.00%	3.9	75.00%	2.1
92.00%	3.8	74.00%	2
91.00%	3.7	73.00%	1.9
90.00%	3.6	72.00%	1.8
89.00%	3.5	71.00%	1.7
88.00%	3.4	70.00%	1.6
87.00%	3.3	69.00%	1.5
86.00%	3.2	68.00%	1.4
85.00%	3.1	67.00%	1.3
84.00%	3	66.00%	1.2
83.00%	2.9	65.00%	1.1
82.00%	2.8	64.00%	1
81.00%	2.7	63.00%	0.9
80.00%	2.6	62.00%	0.8
79.00%	2.5	61.00%	0.7
78.00%	2.4	0.00%	0
77.00%	2.3		

Succeeding in this class:

1. You must have a Windows based PC computer with Excel installed on it (discussed above).
2. You must buy the older textbook online (discussed above).
3. In this class, it all starts with the schedule at the end of this syllabus. This schedule lists everything that you need to do this this class. Consult this schedule each day of the class.
4. For each chapter in this class, you will need to:
 - v. Downloading Excel chapter files.
 - vi. Watching YouTube class lecture videos.
 - vii. Completing Excel Video Projects for practice.
 - viii. Reading the textbook chapters and completing homework problems from the textbook for practice.
5. For the first week of class, you do not use the textbook, you study the first two videos in the class to learn all about Excel. There are homework problems at the end of the Excel file and the video prompts you about these.
6. For the second week and beyond, then you start to use the textbook.
7. All video projects and homework are done for practice. You do not hand in video projects or homework for points toward a grade. You earn points toward a grade in this class by doing quizzes and tests.
8. Solutions for all homework problems are available for download in the Home area of Canvas. This is so you can check your own work.
9. Quizzes can be done to earn points toward a grade. These quizzes are in the Home area of Canvas.
10. Take-home Excel Statistics tests can be done to earn points toward a grade. Take-home Excel Statistics Tests are e-mailed out to you, and you have about two days to complete the Excel file and then upload to the Home Area of Canvas.
11. Download all files and watch all videos at the people web site.
12. Use Canvas to takes quizzes, upload tests and see scores for grades.

Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Acts of cheating may include:

- 1) Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- 2) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
- 3) During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). Do not discuss your test or quiz with others before or after the test. Having someone take or help you with a test or quiz is cheating.

Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college.

If I have reason to believe that you engaged in academic dishonesty, I may make a report to the Office of Student Conduct after speaking with you about the situation. Students who have more than one report of alleged academic dishonesty during their time at Highline College may be required to meet with a Conduct Officer for a student conduct hearing and have sanctions imposed. It is both your right and responsibility to be familiar with the document entitled [Student Conduct Code WAC 1321-125](#).

Incomplete Policy

- 1) In accordance with Highline policy, Incomplete Contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
- 2) Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the sixth week.
- 3) The student must notify the instructor BEFORE the last day of the class in order to qualify for an incomplete.
- 4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within two weeks of the last day of class.

College Policies

Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence.

I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to provide an equitable learning environment that will provide support to everyone in this class with a goal to ensure that we all learn and succeed.

Access Services Statement:

Your experience in this class is important to me. If you have already established accommodations with Access Services, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact Access Services at 206-592-3857, access@highline.edu or access.highline.edu. Access Services is located in building 99 suite 180.

Grievance Procedures:

I hope that you will communicate with me if you experience anything in this course that does not support an inclusive environment. You can also report any incidents you may witness or experience on campus through the following procedures:

For instructional grievance process:

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair if the complaint is against a full-time faculty member, or with the department coordinator if the complaint is against a part-time faculty member. For more detail, see the procedure: https://catalog.highline.edu/content.php?catoid=2&navoid=33#Instructional_grievance

For Title IX (claims related to discrimination and sexual harassment)

It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

For more detail, see the procedure: <https://humanresources.highline.edu/faculty-and-staff/policies/title-ix/>.

Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit [Highline College Procedures and Policies](#).

Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more detailed information on these services, please visit [Highline College Resources for Students](#).

Last Day of Class:

- All tests and quizzes must be completed before the final day of class: **noon, Wednesday, December 15, 2021.**
- The Canvas web site will be shut off after the final day of class: **noon, Wednesday, December 15, 2021.**
- If you want to contact the instructor after the class is over you can e-mail Michael Girvin at: mgirvin@highline.edu

Schedule on Next Page:

Dates	Topic	Chapter	Excel chapter files (at people web site)	YouTube lecture videos (at people web site)	Textbook pages to read	Textbook homework problems to do for practice (source data files are out the people site)	Quiz to take (in Canvas)	Test Dates (Test e-mailed out, then finished file uploaded in Canvas)
Week 1 Mon, Sep 27, 2021 to Sun, Oct 3, 2021	Syllabus and Intro Video Intro To Excel	Chapter 00	Chapter 00 File	Video #1			Quiz 1 Quiz 2	
Week 2 & 3 Mon, Oct 4, 2021 to Sun, Oct 17, 2021	Data and Statistics Descriptive Statistics: Tabular and Graphical	Chapter 01 Chapter 02	Chapter 1 File and data source files for HW Chapter 2 File and data source files for HW	Videos 2-5 Videos 6-15	Pages 1-25 Pages 36-97	2,3,4,5,24,25 (a,b,c) 1,2,3,6,8,21,35,39,41,42,52,56	Quiz 3 Quiz 4	
Week 4 Mon, Oct 18, 2021 to Sun, Oct 24, 2021	Descriptive Statistics: Numerical	Chapter 03	Chapter 3 File and data source files for HW	Videos 16-24	Pages 106-165	1-6,12,13,19-22,26,27,30,35-40, 45-47,52,56,59,66,71		Test 1 e-mailed out at noon on: Thursday, Oct 21, 2021
Week 5 Mon, Oct 25, 2021 to Sun, Oct 31, 2021	Intro to Probability	Chapter 04	Chapter 4 Excel File and PDF file	Videos 25-29	Pages 178-217	1-9,11,12,14-16,20,22,23,25,28-33, 36,39,42,52,53	Quiz 5	Test 1 must be uploaded to: Home Page of Canvas BEFORE 9 AM on: Monday, Oct 25, 2021
Week 6 Mon, Nov 1, 2021 to Sun, Nov 7, 2021	Discrete Probability Distributions	Chapter 05	Chapter 5 Excel Files and PDF file	Videos 30-35	Pages 224-263	1,2,3,6,8,9,10,11,14,18,20,21,22,28, 35,37,58,40,43,49,52	Quiz 6	
Week 7 Mon, Nov 8, 2021 to Sun, Nov 14, 2021	Continuous Probability Distributions	Chapter 06	Chapter 6 Excel File and PDF files	Videos 37-42	Pages 268-298	1,2,3,4,6,8,9,12,14,17,21,23,40,41, 42,29,31,32		Test 2 e-mailed out at noon on: Friday, Nov 12, 2021
Week 8 & 9 Mon, Nov 15, 2021 to Sun, Nov 28, 2021	Sampling & Sampling Distribution Interval Estimation	Chapter 07 Chapter 08	Chapter 7 Excel Files and PDF file Chapter 8 Excel Files and PDF file & HW file	Videos 43-47 Videos 48-52	Pages 300-337 Pages 341-372	1,4,6,11,15-22,31,35 1,2,3,5,9,11-14,17,18,20,22,23,26,37,38	Quiz 7	Test 2 must be uploaded to: Home Page of Canvas BEFORE 9 AM on: Monday, Nov 15, 2021
Week 10 Mon, Nov 29, 2021 to Sun, Dec 5, 2021	Hypothesis Testing	Chapter 09	Chapter 9 Excel Files and PDF files & HW file	Videos 53-61	Pages 381-421	2,3,4,6,7,8,15,16,17,28,31,32,43	Quiz 8	
Week 11 Mon, Dec 6, 2021 to Sun, Dec 12, 2021	Note: These videos and files are from another that class that I teach (BI 348), but we will use them for our Busn 210 Chapter 12 study of Simple Linear Regression:							
	Simple Linear Regression	Chapter 12	Chapter 12 Excel Files & Power Point files & HW file	BI 348 class videos: Videos 44-49 (videos from different class)	Pages 528-553	1,2,7,11,14-16,19,20		
Week 12 Mon, Dec 13, 2021 to Wed, Dec 15, 2021	All Quizzes and Tests must be completed BEFORE noon, Wednesday, Dec 15, 2021. This is the official end to the class. No work can be handed in after this date-time.							Test 3 e-mailed out at noon on: Monday, Dec 13, 2021
								Test 3 must be uploaded to: Home Page of Canvas BEFORE noon on: Wednesday, Dec 15, 2021