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## This syllabus covers three sections of Busn 210:

- 1YCF-LEC (35587) Online Asynchronous
- 2YCF-LEC (45191) Online Asynchronous
- ACF – LEC (35588) Hybrid, Open Lab Tuesday and Thursday from 12:15 PM – 1:20 PM
- All 3 classes use the same YouTube Video Lectures (as you will learn about in the introductory video). The only difference between the asynchronous & hybrid class is that the hybrid class has an open lab twice a week where students can come & get help from the teacher with work. There is no attendance taken in the hybrid class. You are not required to come to the hybrid class, but you can if you want.

## 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/B210/M365NoBook.htm>

### Note about this video class that does not require you to buy a textbook:

This class used to require you to buy a textbook. But I changed it so that you do not have to waste your money buying overpriced textbooks! However, I filmed some of the video lectures for this class before I got rid of the textbook. In the videos you will hear me talk about the **textbook**, you can ignore those parts. In the videos you will hear me talk about **chapters** in the textbook or you will see parts of the web site that reads “chapters”. When you see or hear that, the new term that I am using at the web site and as part of Excel file names is “**sections**”. For example, instead of “studying chapter 1”, we will be “studying section 1”. In addition, the old Excel files used the Excel file extensions “.xslm”. I have changed that and now use the file extension “.xlsx”. For example, for section 1 of this class, the Excel file we used to use for videos 1 to 4 was named “Ch01-ESA.xslm”, but now the name is “Section01-ESA.xlsx”. This slight confusion is the price we will have to pay for not having to buy a textbook : )

## Instructor Information:

**Instructor's Name:** Michael Girvin  
**Instructor's Office Phone:** (206) 592-3562  
**Instructor's Email address:** [mgirvin@highline.edu](mailto:mgirvin@highline.edu)  
**Instructor's Office:** 29-307

**Office Hours:** Monday to Thursday: 1:30 PM – 2:30 PM in 29-307 or 29-308. During this time, you can get help with class, advising, Excel and other topics. You can e-mail or phone to make an appointment to meet at other times from Monday to Saturday.

## 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:

- Survey of statistics
- Frequency distributions.
- Graphic presentation of data
- Measures of central tendency.
- Measures of dispersion and skewness.
- Probability
- Discrete Probability Distributions
- Continuous Probability Distributions
- Interval Estimation
- Hypothesis Testing
- Regression Analysis
- Other topics

## Student Learning Outcomes:

- 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.
- 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.

## We have Two Class Web Sites:

1. <https://people.highline.edu/mgirvin/AllClasses/B210/M365NoBook.htm>
  - This web site contains: Introductory Class Video, Syllabus, YouTube Video Lectures, Downloadable files for class. This web site is ALWAYS available, before the class starts, while the class is running and after the class ends.
2. <https://canvas.highline.edu/courses>
  - This web site contains: Test upload links, Quizzes, Scores for tests and quizzes. **This class is ONLY available between 9 AM on Monday, March 31, 2025, to noon on Wed, June 11, 2025.** If you have questions concerning scores and grading after the class ends, you can e-mail [mgirvin@highline.edu](mailto:mgirvin@highline.edu).

## Four Computer Requirements

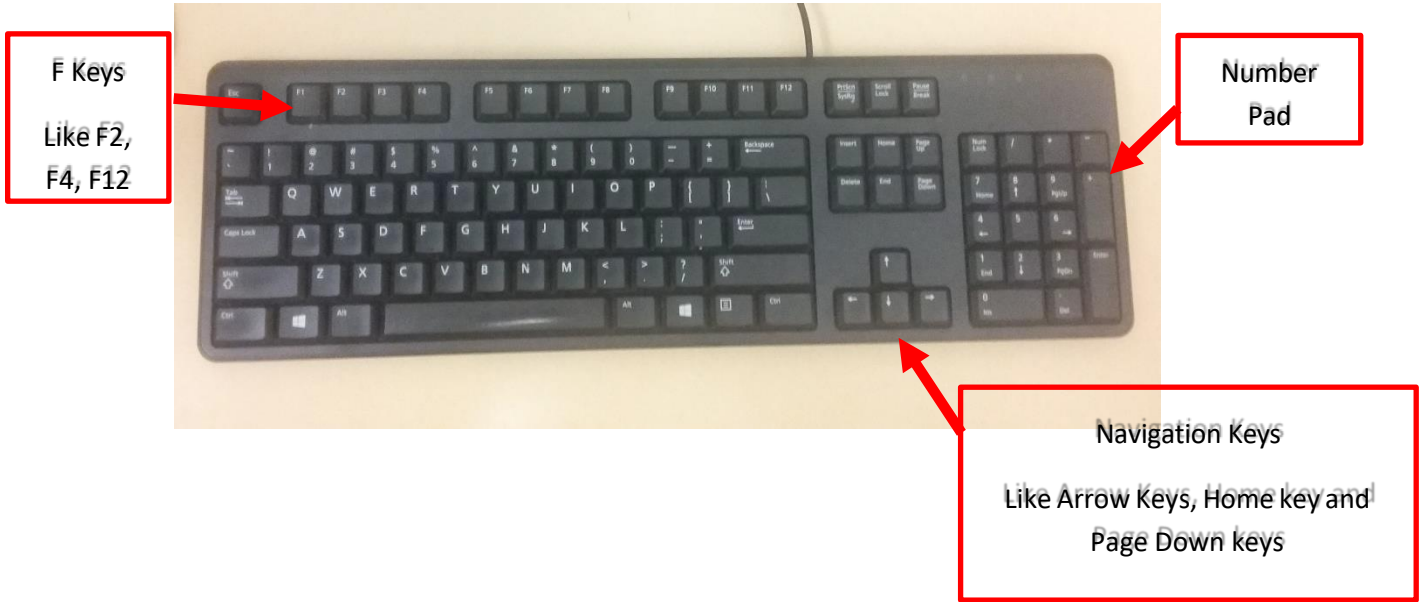
1. As was communicated in the schedule when you signed up for the class, you are required to use a Windows Based PC computer with Microsoft 365 Excel and a Standard Keyboard (10-key on the right side and F keys along the top) for this class. Mac or Chrome computers will not work for this class. The Highline Business department is closely aligned with employers in the working world and employers demand Windows Based PC computer skills. So even though many of us love our Macs and Chromebooks, we cannot use them in this class. If you do not have a Windows Based PC computer with Microsoft 365 Excel with a Standard Keyboard, you can make a request to borrow one from Highline or use the computer labs in build 30 at Highline.
  - To request a Windows based PC computer from Highline, use the “Student Technology Request Form” link at this Highline web site: <https://its.highline.edu/>
  - To get a free copy of Microsoft 365 Excel from Highline College, , use the “Free Office 365 for Staff & Students” and “Office 365 Student Instructions” links at this Highline web site: <https://its.highline.edu/>
2. Your computer must also have an internet connection that allows you to watch the YouTube class videos.
3. If you are using a Highline computer for the class, you will have to buy a USB drive to store your files. Here is a



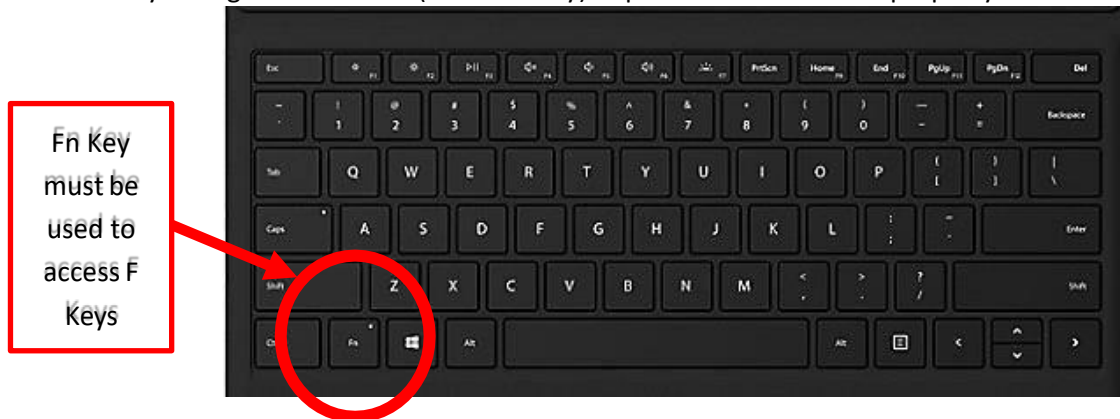
picture:

4. 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.

- 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). A picture of a Surface Laptop Keyboard is shown on the next page:



## Textbook Requirement for this class:

- You do NOT Have to buy a book!!!
- I will provide all class materials for free : )

## Succeeding in this class:

1. You can expect to study 15-20 hours per week.
2. You must have a Windows-based PC computer with Microsoft 365 Excel installed on it (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 section in this class, you will need to:
  - i. Download Excel chapter files that go along with the video lectures from people web site. For example, the name of the Excel file for section 1 is: **Section01-ESA.xlsx**.
  - ii. Watch YouTube class video lecture from people web site and practice what you see in Excel file. The file is for practice and is not handed in.
  - iii. Download Excel homework problems. For example, the name of the HW Excel file for section 1 is: **Section01-HW.xlsx**. The file is for practice and is not handed in.
  - iv. Take-home Excel Statistics Test file is e-mailed out on Friday and is due on Monday. The Test file is handed in and will earn you points toward a grade.
5. Be sure to check the Canvas Announcements regularly, but especially each Monday afternoon when the weekly announcement will be made.

## Details About Tests & Grading

6. There will be about 8 tests, each worth 100 points. These test points will determine your grade for the class.
7. Tests are given in Excel. 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.
8. The test problems will be similar to the video lecture problems and homework problems. Each test is cumulative, which means that you will be tested on all the material in the class up to that date.
9. When you take the test, you do your own work, you do not talk with others about your test, you do not ask questions of others about the test, you do not copy work or files that are not your own, and you safeguard your files so that others do not have access to them.
10. Tests submitted past the date-time deadline (listed in the schedule at the end of this syllabus) earn a 25% deduction. The Final cannot be handed in late.
11. 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.

## Grading Feedback

All submitted tests are graded within 24 hours after the scheduled due date-time. Due date-times for tests are listed in the schedule at the end of this syllabus.

## Canvas Gradebook is NOT Correct

- 1) The scores for each assignment in Canvas are correct.
- 2) But the percentage scores are calculated for completed work only.
- 3) All grading will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

## Grading

- 1) Your grade is calculated by adding your total points from tests and dividing by the total points possible from tests. The resulting decimal or percentage can be looked up in the table below to determine your grade.
  - Example: if the 8 tests are worth 100, and your scores on the assignments are:  
 $88+95+78+69+92+87+82+100$ , then your final grade would be tallied as follows:
    - Your final grade would be tallied as follows:
    - Total Possible Points =  $100+100+100+100+100+100+100+100 = 800$
    - Your Total Scores =  $88+95+78+69+92+87+82+100 = 691$
    - Then :  $691/800 = 0.86375$
    - Then take decimal and lookup it up in below table to get a final decimal grade of: 3.2
- 2) For final grading, I will drop the two lowest test scores.

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

## 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, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). 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.

## 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 8th 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.

## **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 providing 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:**

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 can contact Access Services at 206-5923857, [access@highline.edu](mailto:access@highline.edu) or [access.highline.edu](http://access.highline.edu). Access Services is located in the Library (building 25 suite 531).

## **Grievance Procedures:**

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. The division chair is Oussama Alkhalili (Sam), [oalkhalili@highline.edu](mailto:oalkhalili@highline.edu) or (206) 592-4317.

## **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 information visit <http://tutoring.highline.edu/home2.htm>

## **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 Title IX page](#) on the Highline website.

## Schedule

Week	Dates	Topics	Video, files and notes to study	Test E-mail Date Test Due Date/Time	Open On-Campus Lab - 29-308
1	Mon, 3/31 to Sun, 4/6	First week: 1) Study Syllabus, 2) Watch Introductory Video, 3) Obtain access to PC computer with Microsoft 365 Excel .			Tues & Thurs 12:15P-1:20P
2	Mon, 4/7 to Sun, 4/13	Introduction to Statistics & Excel	Section #1: Videos 1, 2, 3, 4	Test 1 is e-mailed out about noon on Fri, 4/11 and must be uploaded to the Test 1 Upload Link in the Home Area of Canvas before midnight, Mon, 4/14	Tues & Thurs 12:15P-1:20P
3	Mon, 4/14 to Sun, 4/20	Tabular & Graphical Statistics	Section #2: Videos 5, 6, 7, 8	Test 2 is e-mailed out about noon on Fri, 4/18 and must be uploaded to the Test 2 Upload Link in the Home Area of Canvas before midnight, Mon, 4/21	Tues & Thurs 12:15P-1:20P
4	Mon, 4/21 to Sun, 4/27	Numerical Statistics	Section #3: Videos 9, 10, 11, 12, 13, 14, 15	Test 3 is e-mailed out about noon on Fri, 4/25 and must be uploaded to the Test 3 Upload Link in the Home Area of Canvas before midnight, Mon, 4/28	Tues & Thurs 12:15P-1:20P
5	Mon, 4/28 to Sun, 5/4	Probability	Section #4: Videos 16, 17, 18, 19, 20, 21, 22	Test 4 is e-mailed out about noon on Fri, 5/2 and must be uploaded to the Test 4 Upload Link in the Home Area of Canvas before midnight, Mon, 5/5	Tues & Thurs 12:15P-1:20P
6	Mon, 5/5 to Sun, 5/11	Discrete Probability Distribution	Section #5: Videos 23, 24, 25, 26, 27, 28, 29	Test 5 is e-mailed out about noon on Fri, 5/9 and must be uploaded to the Test 5 Upload Link in the Home Area of Canvas before midnight, Mon, 5/12	Tues & Thurs 12:15P-1:20P
7	Mon, 5/12 to Sun, 5/18	Continuous Probability Distributions	Section #6: Videos 30, 31, 32, 33, 34, 35	Test 6 is e-mailed out about noon on Fri, 5/16 and must be uploaded to the Test 6 Upload Link in the Home Area of Canvas before midnight, Wed, 5/21	Tues & Thurs 12:15P-1:20P
8 & 9	Mon, 5/19 to Sun, 6/1	Sampling Distributions Interval Estimation Hypothesis Testing	Section #7: Videos 36,37,38 Section #8: Videos 39,40,41,42 Section #9: Videos 43,44,45,46,47,48,49	Test 7 is e-mailed out about noon on Fri, 5/30 and must be uploaded to the Test 7 Upload Link in the Home Area of Canvas before midnight, Wed, 6/4	Tues & Thurs 12:15P-1:20P Tues & Thurs 12:15P-1:20P
10	Mon, 6/2 to Sun, 6/8	Regression	Section #10: Video 50	Test 8 is e-mailed out about noon on Fri, 6/6 and must be uploaded to the Test 8 Upload Link in the Home Area of Canvas before midnight, Tue, 6/10	Tues & Thurs 12:15P-1:20P
11	Mon, 6/9 to Wed, 6/11	<b>Finals week. Must hand in all late work due before noon on Wednesday, June 11, 2025. After this date-time, the Canvas web site is no longer available. For grade information e-mail mgirvin@highline .edu</b>			