



Winter 2025  
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 website: <https://people.highline.edu/mgirvin/AllClasses/B210/M365NoBook.htm>
- 2) This is a “No Textbook”-YouTube class. Michael Girvin has recorded the videos that we will use in this class. This helps us save money from buying textbooks.

**Please note this class that does not require you to buy a textbook, we will use Videos that are recorded by Michael Girvin.**

### **Here is a Statement from Michael Girvin:**

*“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:** Mary Kajoka  
**Instructor’s Office Phone:** (206) 592-3146  
**Instructor’s Email address:** [mkajoka@highline.edu](mailto:mkajoka@highline.edu)  
**Instructor’s Office:** 29-340  
**Class Website:** <https://people.highline.edu/mgirvin/>  
**Office/Student Hours:**

*Office hours are times when you can meet with your instructor to discuss course-related or to discuss advising. Please note that you are not limited to these hours, you are welcome to reach out to me and we can work around your schedule if you would like to meet with me.*

Mondays Begins on Jan 13th:	12:15 PM – 1:15 PM Open on Campus Lab Hours Bld.29-309
Tuesdays and Thursdays:	12:15 PM – 1:15 PM Building 29 Room 340 or 309
Tuesdays and Thursdays:	1:00 PM – 2:30 PM Building 29 – 309 or 340
Wednesdays:	8:30 AM - 9:30 AM Available on Zoom
Thursdays:	8:00 AM – 10:00 AM Building 29 – 340
Fridays	By Appointment Only
	Zoom Lobby: Link <a href="https://highline.zoom.us/my/marykajoka">https://highline.zoom.us/my/marykajoka</a>
	Zoom: <a href="#">Schedule a Virtual Appointment</a>

The best way to contact me is by email. I will respond within 24 hours on weekdays and within 48 hours on weekends. You are welcome to email me at any time and I will do my best to answer your questions as soon as I can.

## Course Information

**Department:** Business  
**Item (Section):** 44327  
**Location:** Online  
**Schedule:** Listed on the last page 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:

- 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 website contains: Introductory Class Videos, Syllabus, YouTube Video Lectures, and Downloadable files for class. This website is ALWAYS available, before the class starts, while the class is running, and after the class ends.
2. <https://canvas.highline.edu/courses>
  - This website contains: Tests, Quizzes, Discussions, Grades, Syllabus, Class Videos, and Downloadable files for class. **This class OFFICIALLY starts at 6 AM on Monday, Jan 13, 2025, and ends at noon on Friday, Mar 21, 2025.** If you have questions concerning scores and grading after the class ends, you can e-mail [mkajoka@highline.edu](mailto:mkajoka@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

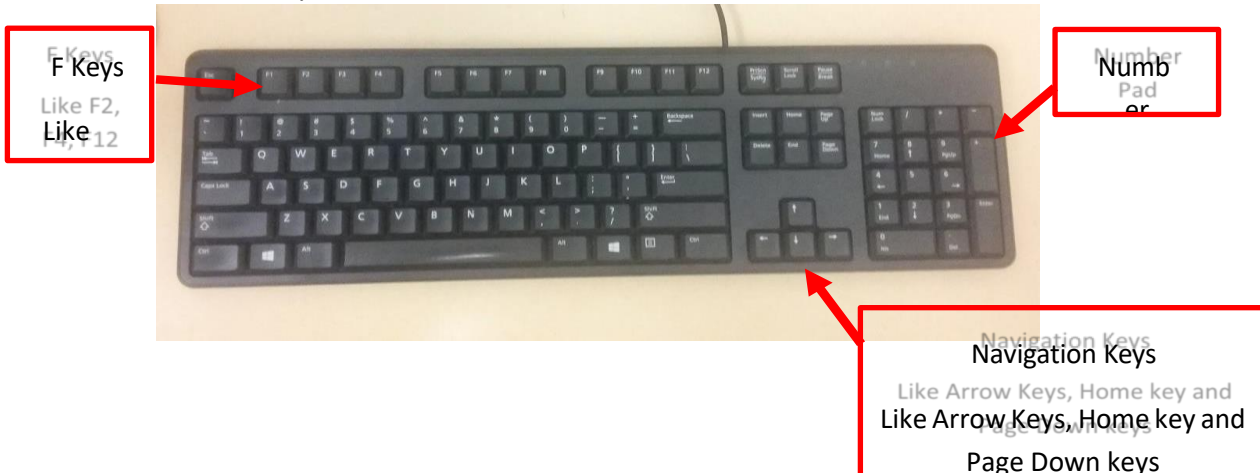
this class. Mac or Chrome computers will not work for this class. The Highline Business department is closely aligned with employers in the working world and employers demand Windows-based PC computer skills. So even though many of us love our Macs and Chromebooks, we cannot use them in this class. If you do not have a Windows Based PC computer with Microsoft 365 Excel with a Standard Keyboard, you can make a request to

- a. borrow one from Highline or use the computer labs in building 30 at Highline.
  - To request a Windows based PC computer from Highline, use the “Student Technology Request Form” link at this Highline website: <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 website: <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, buy a USB drive to store your files. See Picture.

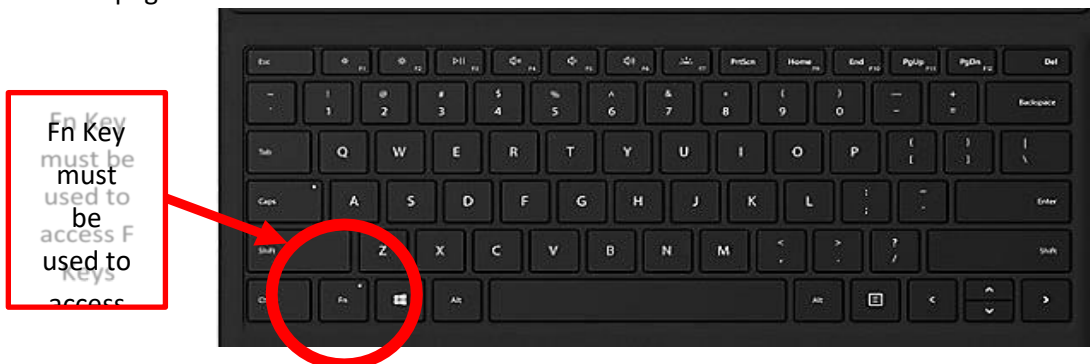


4. A Standard Keyboard with the F Keys, Navigation keys, and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications.

- 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:

- No Textbook Required For This Class!!!
- Videos for this class have been recorded by Michael Girvin :)

## 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 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 published on Canvas 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 as this is the main way that I will communicate with you.

## 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 5% deduction each week it is late unless prior arrangements are made with me. 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 48 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

% Grade	Decimal Grade
0.94	4
0.93	3.9
0.92	3.8
0.91	3.7
0.9	3.6
0.89	3.5
0.88	3.4
0.87	3.3
0.86	3.2
0.85	3.1

% Grade	Decimal Grade
0.84	3
0.83	2.9
0.82	2.8
0.81	2.7
0.8	2.6
0.79	2.5
0.78	2.4
0.77	2.3
0.76	2.2
0.75	2.1

% Grade	Decimal Grade
0.74	2
0.73	1.9
0.72	1.8
0.71	1.7
0.7	1.6
0.69	1.5
0.68	1.4
0.67	1.3
0.66	1.2
0.65	1.1

% Grade	Decimal Grade
0.64	1
0.63	0.9
0.62	0.8
0.61	0.7
0	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 contract 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 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:

Your experience in this class is important to me. If you have already established accommodation with Access Services, please communicate your approved accommodation to me at your earliest convenience so we can discuss your needs on 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 or [access.highline.edu](https://access.highline.edu). Access Services is located in the library (building 25 suite 531.)

### Grievance Procedures:

I hope that you will communicate with me if you experience anything on 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. The division chair is Oussama Alkhalili, [oalkhalili@highline.edu](mailto:oalkhalili@highline.edu) or (206) 592-4317. For more detail, see the [Instructional Grievance Process](#) in the Highline catalog.

#### *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.

### Advising:

“Advising is a collaborative partnership between you and your advisor. Your advisor can teach you how to find information to make the most of your college experience. In your first advising meetings, you will create a plan together for courses and/or a degree based on your educational goals. Your advisor can connect you to a network of resources and support services whether you are facing obstacles or just need more information. It is suggested to meet with your advisor once per quarter. To request a Faculty Advisor: <https://bit.ly/3ciPEb9>”

All advising is done in AVISO. Please visit the Aviso [webpage](#) to learn more. If your advisor's schedule is active, you will be able to schedule an appointment through Aviso.

## **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>

### **Basic Needs Resources**

If you are experiencing homelessness, food insecurity, financial hardship, or are in need of other basic needs support, please utilize the resources found on the Basic Needs Resources link on the Canvas course page.

Link to [Basic Needs Resources For Highline Students](#)

### **Last Day of Class:**

- All course work must be completed before the final day of class: **Friday, March 21st, 2025**.
- The Canvas website will be shut off after the final day of class: **Friday, March 21st, 2025**.
- If you want to contact the instructor after the class is over, you can e-mail me at: [mkajoka@highline.edu](mailto:mkajoka@highline.edu)

### **Schedule on the Next Page:**



## Schedule

Week	Dates	Topics	Video, files and notes to study	Test E-mail Date Test Due Date/Time	Open On-Campus Lab	
1	Mon, 1/6 to Sun, 1/12	First week: 1) Study Syllabus, 2) Watch Introductory Video, 3) Obtain access to PC computer with Microsoft 365 Excel . Class Officially starts on Monday, January 13th.				
2	Mon, 1/13 to Sun, 1/19	Introduction to Statistics & Excel	Section #1: Videos 1, 2, 3, 4	Test 1 is published on Canvas about noon on Fri, 1/17 and must be uploaded to the Test 1 Upload Link in the Home Area of Canvas before midnight, Mon, 1/20		
3	Mon, 1/20 to Sun, 1/26	Tabular & Graphical Statistics	Section #2: Videos 5, 6, 7, 8	Test 2 is published on Canvas about noon on Fri, 1/24 and must be uploaded to the Test 2 Upload Link in the Home Area of Canvas before midnight, Mon, 1/27	29-309, Mon 1/20 12:15PM-1:15PM	
4	Mon, 1/27 to Sun, 2/2	Numerical Statistics	Section #3: Videos 9, 10, 11, 12, 13, 14, 15	Test 3 is published on Canvas about noon on Fri, 1/31 and must be uploaded to the Test 3 Upload Link in the Home Area of Canvas before midnight, Mon, 2/3	29-309, Mon 1/27 12:15PM-1:15PM	
5	Mon, 2/3 to Sun, 2/9	Probability	Section #4: Videos 16, 17, 18, 19, 20, 21, 22	Test 4 is published on Canvas about noon on Fri, 2/7 and must be uploaded to the Test 4 Upload Link in the Home Area of Canvas before midnight, Mon, 2/10	29-309, Mon 2/3 12:15PM-1:15PM	
6	Mon, 2/10 to Sun, 2/16	Discrete Probability Distribution	Section #5: Videos 23, 24, 25, 26, 27, 28, 29	Test 5 is published on Canvas about noon on Fri, 2/14 and must be uploaded to the Test 5 Upload Link in the Home Area of Canvas before midnight, Mon, 2/17	29-309, Mon 2/10 12:15PM-1:15PM	
7	Mon, 2/17 to Sun, 2/23	Continuous Probability Distributions	Section #6: Videos 30, 31, 32, 33, 34, 35	Test 6 is published on Canvas about noon on Fri, 2/21 and must be uploaded to the Test 6 Upload Link in the Home Area of Canvas before midnight, Mon, 2/24	29-309, Mon 2/17 12:15PM-1:15PM	
8 & 9	Mon, 2/24 to Sun, 3/9	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 published on Canvas about noon on Fri, 3/7 and must be uploaded to the Test 7 Upload Link in the Home Area of Canvas before midnight, Wed, 3/12	29-309, Mon 2/25 12:15PM-1:15PM 29-309, Mon 3/25 12:15PM-1:15PM	
10	Mon, 3/10 to Sun, 3/16	Hypothesis Testing	Section #10: Video 50	Test 8 is published on Canvas about noon on Fri, 3/14 and must be uploaded to the Test 8 Upload Link in the Home Area of Canvas before midnight, Wed, 3/19	29-309, Mon 3/25 12:15PM-1:15PM	
11	Mon, 3/17 to Fri, 3/21	<b>Finals week. All late work due before noon on Friday, March 21, 2025</b>				