**Syllabus Table of Contents**

[Requirements for the class: 2](#_Toc233593162)

[Objectives for the class: 2](#_Toc233593163)

[How to Get Started in The Class: 3](#_Toc233593164)

[Question Forum: 3](#_Toc233593165)

[E-mailing Rules: 4](#_Toc233593166)

[Suggested approach for doing well in this class: 4](#_Toc233593167)

[Schedule: 5](#_Toc233593168)

[Grading: 8](#_Toc233593169)

[Notes on E-mail Excel Test: 9](#_Toc233593170)

[Notes on Angel Quizzes: 9](#_Toc233593171)

[Cheating: 9](#_Toc233593172)

[Homework: 10](#_Toc233593173)

[Alternative Link for Syllabus, Downloads and Videos (VBlogs): 10](#_Toc233593174)

[Instructor Hours 10](#_Toc233593175)

Online Highline Community College Syllabus (Contact for class)

Busn 210 – Statistical Analysis for Business and Economics using Microsoft Excel 2007/2010 and presented with online streaming Videos (VBlogs)

# Requirements for the class:

1. Textbook with CD: *Modern Business Statistics With Microsoft Office Excel 2007*; Authors: Anderson, Sweeney, Williams; ISBN: 13: 978-0-324-59827-8
2. 1 megabyte USB drive (this is to store the 30+ Excel workbook files for this class)
3. You must have a PC computer, not a Mac.
4. You must have access to a computer with:
   1. High-speed Internet (so that you can watch the online class videos )
   2. Microsoft Excel 2007/2010
5. You must submit a working e-mail address to Registration when you sign up for the class (or else there is no way to contact you).
6. You must login to the new Highline Community College “Angel” class web site. We are not using Blackboard. You should receive a letter from Highline explaining how to sign into Angel. If you are having trouble, go to this web site; [https://myinfo.highline.edu/help/faq.php](https://hewa.highline.edu/exchweb/bin/redir.asp?URL=https://myinfo.highline.edu/help/faq.php)
7. You must have these computer skills:
   1. Know how to use a Browser (so you can navigate through the class web site)
   2. Know how to receive and send e-mails (some correspondence in the class will be done with e-mail)
   3. Know how to post questions and comments to a web site (our primary means of communication will be through the Discussion Board at our class web site)
   4. Know how to download files from web sites and e-mail and save them to a location on your computer (USB drive) so that you can find them easily (there will be many files that you will have to download)
   5. Know how to install software on your computer (you may have to install Excel 2007/2010, or a Browser such as Firefox, or Statistical add-ins for Excel)
   6. Know how to upload files to a web site (there will be many files that you will have to upload to the web site)
8. Study a minimum of 20 hours a week (short summer class).

# Objectives for the class:

1. Use Statistical Analysis with Microsoft Excel to make Business and Economic decisions
2. The Statistics and Excel 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
3. Linear Regression
4. Use Excel Efficiently:
   1. Formulas
   2. Functions
   3. Format
   4. Data Analysis features
   5. PivotTables

# How to Get Started in The Class:

1. Make sure you have access to a computer on a daily basis that has Excel 2007/2010. This is required for this class. Earlier versions of Excel will not work for this class. If you do not have access to a computer on a daily basis that has Excel 2007/2010, you can:
   1. Buy Excel 2007/2010 in the college bookstore at a reduced rate
   2. Use Highline Community College Computer labs in buildings 29 and 30. Click here for hours:
      1. <http://flightline.highline.edu/ic/faq.php>
   3. Drop the class
2. After you receive your letter from Highline Community College Instructional Computing about your new ***myHCC login*, follow the instructions about how to get your *Student Activation Code.***
3. The instructor cannot help you with this login. If you are having trouble go to this link:
   1. <https://myinfo.highline.edu/help/faq.php>
4. To login to Angel go to this link:
   1. [http://angel.highline.edu](http://angel.highline.edu/default.asp)
5. Read syllabus inside Angel  
   or
6. Read the syllabus outside of Angel:
   1. <http://flightline.highline.edu/mgirvin/AllClasses/210M/Busn%20210/210SyllabusModern.htm>
7. Watch the Introductory Video (VBlog) inside of Angel  
   or
8. Watch the Introductory Video (VBlog) outside of Angel:
   1. <http://flightline.highline.edu/mgirvin/AllClasses/210M/Busn%20210/IntroVideoVBlogBusn210.htm>

# Question Forum:

1. You can post questions or answer to questions at the Angel Question Forum. If you ask a question state your question clearly, state your desired result/goal, and refer to any page number, workbook sheet name or minute mark in the video. You must spell and grammar check your posts. Do not post any questions about tests or quizzes. Questions about tests or quizzes must be sent to the instructor at [mgirvin@highline.edu](mailto:mgirvin@highline.edu). You are required to read all Question Forum posts. The Question Forum posts are part of the class content.

# E-mailing Rules:

1. If the student has a question about a test, quiz, or a personal matter to discuss, the student can send an email to Michael Girvin at [mgirvin@highline.edu](mailto:mgirvin@highline.edu) that follows these rules:
2. The e-mail has a subject line that includes the phrase “Busn 210” and a description of the content of the e-mail
3. The e-mail has the salutation “Dear Michael Girvin,”
4. The e-mail is spell and grammar checked
5. The e-mail has the following closing: “Sincerely, Your Name”
6. E-mails that ask questions about tests, must state exactly what the question on the test said and what you answer was.
7. Here is an example of an e-mail that follows these rules:

Subject Line: Busn 210, Question about Test 1

Dear Michael Girvin,

I had the cell reference A1 in the formula in cell B12 on the sheet named Problem 3. You marked it incorrect and said it should have been the cell reference $A$1

Why was A1 incorrect?

Sincerely, Suiox Radcoolinator

1. E-mails can be sent to; [mgirvin@highline.edu](mailto:mgirvin@highline.edu)

# Suggested approach for doing well in this class:

1. There are 5 hours of lecture a week and at least 10 hours of homework. In the shortened summer session we do 11 weeks of work in 8 weeks. (5 + 10)\*11/8 = minimum of 20 hours per week. But if you want to do well it will be more like 30 hours per week.
2. For each chapter it may be a good approach to do things in this order:
   * 1. Download and read handwritten notes (only for some chapters)
     2. Download PowerPoints and read (if you want)
     3. Download Excel workbook files
     4. Watch Videos (VBlogs) and complete Excel workbook (VBlog project)
     5. Read textbook and do homework
     6. Post questions to the Question Form
     7. Take Blackboard quiz

# Schedule:











# Grading:



# Notes on E-mail Excel Test:

1. There are three E-Mailed Excel Tests
2. In the schedule section of this syllabus the dates for the E-Mailed Excel Tests are listed
3. If you cannot complete the E-Mailed Excel Tests during the scheduled 24 hour period, you will receive a zero. If you have a documented emergency (like a hospital receipt), you can send an e-mail to Michael Girvin and petition for a test-retake.
4. After you receive the e-mail with the E-Mailed Excel Tests, you download the file, complete the test and then upload it to Angel in the “Lessons” section of Angel.
5. Each test is worth 100 points
6. You will be required to complete the E-Mailed Excel Tests in the Excel workbook that is sent to you.
7. When you have calculations or perform analysis, you must use the Excel features as seen in the textbook and videos. You cannot type answers into the test. For example, if you type in the answer 45.5 when it asks you to calculate the mean, instead of using the AVEARGE function, you will receive a 0 (zero). Another example, if you are asked to create a Frequency Distribution and you do not use a PivotTable or COUNTIF formula or some other Excel feature, you will receive a 0 (zero).
8. Do not talk with others about the test, or you will receive a 0 (zero).
9. Do not work with others on the test, or you will receive a 0 (zero).
10. See cheating section for more about what constitutes cheating.

# Notes on Angel Quizzes:

1. There are ten Angel Quizzes
2. You can take the Quizzes at anytime during the quarter up until noon, on the day the final test is due.
3. The quizzes multiple choice and True / False
4. Each quiz is worth 15 points
5. Do not talk with others about the test, or you will receive a 0 (zero).
6. Do not work with others on the test, or you will receive a 0 (zero).
7. See cheating section for more about what constitutes cheating.
8. If you have a documented emergency, you can send an e-mail to Michael Girvin and petition for a test-retake.

# Cheating:

1. Cheating will result in the student receiving a failing grade for the course.
2. Turning in an item you did not create is cheating.
3. Copying another person’s digital item or work is cheating.
4. 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 course. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
5. 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).
6. Having someone take or help you with an Angel Quiz is cheating.
7. Having someone take or help you with a test is cheating.
8. Discussing quizzes and tests on Angel or by e-mail or in any other way is cheating (EXCEPT TO E-MAIL THE INSTRUCTOR).
9. In accordance with the student’s rights and responsibility code WAC 1321-120 <http://www.highline.edu/stuserv/vpstudents/srr.html>, the instructor has the obligation to report incidents of cheating

# Homework:

1. Homework is **not** handed in for points. You must do it to practice for the tests and quizzes.

# Alternative Link for Syllabus, Downloads and Videos (VBlogs):

<http://flightline.highline.edu/mgirvin/AllClasses/210M/Busn%20210/Busn210M.htm>

# Instructor Hours

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