Instructor

Hilde Patron Boenheim, Ph.D.
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http://www.westga.edu/~hpatron/

Office Hours
Face-to-face (RCOB 1311): **Tuesdays: 7:30-11:00AM & 12:30PM-1:30PM**
Thursdays: 7:30-9:30AM & 12:30PM-1:00PM

Online office hours: Mondays & Wednesdays: 8:00AM-9:30AM

To get in touch with me during online office hours send an email to hpatron@westga.edu. If needed, we can then log into the chat room on CourseDen.

** Note: Sometimes, I will have a meeting of the IRB on Tuesday morning. On these occasions, office hours will be restricted. I will let you know of my availability on the Monday prior. ***

Course Information:
This class is fully online. You need to get access to the website STATSPORTAL. In it you will find assigned videos, readings, and assignments (quizzes and or exams). You need to purchase access to Statsportal and register your access code. For instructions on how to purchase and register the code go to the end of this syllabus.

Also, you need to bring a calculator to tests and class meetings (NO CELLPHONES!). The calculator must, at the very least allow you to raise numbers to various powers and take all kinds of roots. A statistical calculator would be preferable.

Course Description:

In this course we study basic statistics concepts and emphasize their applications to business environments. The various topics include methods of presenting data, probability theory and distribution, central tendency and dispersion measures, hypothesis testing, and linear regression.

Prerequisites: MAT111 or MATH 1113, CISM 2201 and a 2.0 minimum GPA. You also need to have access to a computer and you must have access to the internet.

Textbook: "Practice of Statistics for Business and Economics, 3rd Edition" by Moore, McCabe, Duckworth and Alwan. You have two options. YOU MUST SELECT ONE OF THE TWO.
ACCESS TO THE ONLINE STATSPORTAL IS REQUIRED TO PARTICIPATE IN THE COURSE.


Course Objectives and Learning Outcomes

(1) Construct and interpret tabular and graphical methods of presenting qualitative and quantitative data. (LG2, LG3, LG10)

(2) Construct and interpret summary numerical measures of location, variability, and association for the sample and the population. (LG2, LG3, LG10)

(3) Apply basic probability concepts, expected value, and variance to a variety of business applications (LG2, LG6, LG10)

(4) Use discrete and continuous probability distributions and sampling distributions in a variety of business applications (LG2, LG3, LG6, LG10)

(5) Construct and interpret interval estimates and hypothesis tests (LG2)

(6) Estimate regression models, evaluate the results of regression models, and use the results for prediction and forecasting (LG2, LG3, LG6, LG10)

(7) Use Microsoft Excel to generate descriptive statistics and perform regression and correlation analysis (LG2, LG3, LG6, LG10)

Note: A complete list of expected learning goals (LG) for the Economics Department can be found at the department web site (http://www.westga.edu/econ/index_12904.php).

Attendance Policy

You have to attend the final exam. You also have to login the statsportal course every day, and complete all assignments within the assigned deadline. You need to attend the final exam.

Exams and assignments

We will have one cumulative final exam face-to-face. The exam will have multiple choice questions. You need to bring an E-882 scantron, a pencil, and a calculator. The exam will take place on Tuesday, December 10, from 8 to 9:30AM on the RCOB building (room will be announced later). If you need to take the exam at an earlier hour (because of work or other class conflicts), you can come to my office as early as 7AM. Alternative arrangements may be made through proctored online testing centers. For example, if you live or work in Newnan, there is a
testing center where you can take the exam (for a fee). In any case, if you have a conflict with the exam date and time, you must let me know during the first week of classes so that we can work on an alternative time.

The face-to-face final exam is worth 30% of your grade.

All other assignments will be delivered and completed online through the website Statsportal. These assignments are worth a combined 70%. They include quizzes and homework assignments.

Quizzes consist of multiple choice questions and fill in the blank calculations. They are timed (usually 120 minutes). Quizzes will be available for a week. However, once you click "Begin quiz", you have 120 minutes to complete the quiz. Time runs continuously, even if you leave the quiz and come back later.

Homework assignments consist of open ended questions and calculations. They are not timed. They will be given one week prior to their due date.

**Grading**

We will have several online quizzes and homework problems (equally weighted for a combined 70%), and one final exam face-to-face (worth 30%). You need to bring an 882-Escantron to the final test. If you miss a test or online assignment you will have to provide a valid excuse in writing (doctor's excuse). I will not give make up quizzes or tests. Only verifiable doctor's excuses will be considered as valid excuses for missing a quiz or test. The excuse must encompass the complete time span that the assignment is available. All excuses will be verified. (Vacations, weddings, and other social events are not valid excuses).

**No make-ups will given under any circumstances. Deadlines will not be moved under any circumstances.** You are responsible for completing the assignment by the deadline.

All grades will be posted online on STATPORTAL.

**If you have any questions, concerns, complaints, etc. about your grade you MUST bring it to my attention within 48 of the posting date. You cannot wait until the end of the semester to argue about missing grades, or other problems (48 hours from publication date).**

**Grading Scale**

A: 90% or higher

B: 80% to 89.9999%

C: 70% to 79.9999%
D: 60% to 69.9999%

F: Less than 60%

Note: an 89.9% is a B!

No extra credit opportunities will be offered!

**Credit Hour Policy (3 credit hours):** For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct online faculty instruction (including Power Point presentations, class notes, case studies, videos, applets, discussion boards, review sessions) and work about 360 minutes on additional assignments (without direct faculty instruction) each week. Additional assignments may include, but are not limited to, quizzes, projects, group work, research, and test preparation.

**Academic Integrity:** At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions.

Academic dishonesty as described by the Honor Code will not be tolerated. Any such actions will result in a score of zero on the associated assignment(s) and/or dismissal from the course with a grade of F.

**Affirmative Action:** University of West Georgia adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

**Americans with Disabilities Act:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to
accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given.

**Equal Opportunity:** No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by UWG.

**UWG Email Policy:** University of West Georgia students are provided a MyUWG e-mail account. The University considers his account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

**Students Rights and Responsibilities:** Please carefully review the information at the following link: (http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf).

**Having Problems with Statsportal?**

If you need help with the StatsPortal you may request help from technical support by calling 1-800-936-6899 (phone hours are from 9:00 AM to 3:00 AM Monday-Friday, Saturday and Sunday 11:30 AM - 8:00 PM EST), or emailing at techsupport@bfwpub.com.

**Disclaimer**

The instructor reserves the right to change this syllabus at anytime during the semester. Any changes will be announced in writing.

**StatsPortal**

You can purchase the access card (and book) at the bookstore, or you can purchase it online directly using a credit card.

To purchase the access code online, direct your browser to http://courses.bfwpub.com/psbe3e and click on "students:purchase access to StatsPortal".
Once you have an access code (purchased online or in the bookstore), you must register it. Direct your browser to http://courses.bfwpub.com/psbe3e and delect "students: register and activation code". You will have to provide some information (name, email address, etc.). You will also have to select the school and course you are enrolling in. It is very important that you sign up for the right class. You need to select Statistics for Business I (Patron Boenheim)

Select your instructor's StatsPortal course:

Select the state or province where your institution is located: GA
Select your institution: UNIVERSITY OF WEST GEORGIA
»Select your course / instructor: Statistics for Business I (Fall 2013) - N01 - Patron Boenheim, Hilde
The course will be organized in modules. When you enter the course in Statsportal you will see this:

Click on View All Assignments:

See all components, due dates, etc:
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