**Econ 3402: Statistics for Business I**
University of West Georgia Spring 2015

**Instructor:** Dr. Heather R. Bono

**Contact Info:** hrichard@westga.edu

**Office:** Miller Hall 1219

**Office Hours:** TR 11:00am-12:30pm, 3:20-4:20pm, W 8:00am-1:00pm, and by appointment

**Course/Section/Time** | **Location**
---|---
Econ 3402-04, TR 2:00 – 3:20pm | Miller Hall 1308

**Text:** The Practice of Statistics for Business and Economics (3rd edition) by Moore, McCabe, Alwan, Craig, and Duckworth

**Prerequisites:** Prerequisites: MATH 111 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.

**Course Learning Objectives:**
The overall objective of this course is for you to learn basic economic concepts and more about the economic system in which we live. To this end, upon completion of the course a student will be able to:

1. construct and interpret tabular and graphical methods of presenting qualitative and quantitative data (LG2, LG3, LG10)
2. construct and interpret summary and 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 different 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).
**Evaluation:** There will be 4 exams offered during the semester – one exam may be dropped. *Note: The final will be comprehensive.* There will be 6 online quizzes given via CourseDen and 6 randomly given in-class/homework assignments. The lowest quiz grade and the lowest in-class/homework assignment grade will be dropped. Two Excel assignments will also be given throughout the semester.

Grading is based on your performance on the following,

- **Exam 1**
- **Exam 2**
- **Exam 3**
- **Final Exam**

After 1 drop, 100 pts each for a **total of 300 pts**

- **Excel Assignments**
- **In-Class Assignments/Homework**
- **Online Quizzes**

After 1 drop, 6 pts each for a **total of 30 pts**

After 1 drop, 10 pts each for a **total of 50 pts**

**Total points for all assignments** 400 pts

To calculate your final average for the semester (after dropping your lowest exam, in-class/homework assignment, and quiz grades), you should add all points received for each assignment and divide that score by 400. You can convert this to a percentage by multiplying by 100. For example, lets say you have the following grades: Exams: 85, 75, 80, 95; in-class/homework assignments: 5, 4, 5, 3, 2, 0; online quizzes: 9, 8, 6, 9, 10, 7; Excel Assignments: 8, 9. To calculate your final average for the semester, you would first drop the lowest grade from each category, and then add up all of your points received:

\[
85+80+95+5+4+5+3+2+9+8+9+10+7+8+9=339
\]

Then you would need to divide that total by 400:

\[
\frac{339}{400} = 0.8475
\]

Finally, convert this number to a percentage by multiplying by 100:

\[
0.8475\times100 = 84.75
\]

Class notes and other materials can be found on Course Den. All grades will be recorded on the grade tab on Course Den. Please notify me if there are any errors.

**Attendance:** Attendance is not mandatory but highly encouraged. You will not be dropped from the class for not attending. It is the student’s responsibility to withdraw from the class by contacting the registrar’s office directly. **The last day to withdraw with a grade of “W” is February 27, 2015.** Please be aware that UWG has instituted a new limited withdrawal policy as of Fall 2013, information is available here: http://www.westga.edu/registrar/1560.php.

**Class Policies:**
- Food and drinks are not allowed in any of the classrooms.
- Turn off or silence cell phones and put away before coming into class.
- Headphones should be removed once class has begun.
- Sleeping, texting, and listening to music are not allowed.
- Any student who wishes to use his or her laptop for note taking during class time must consult with me before doing so. Any student who is caught surfing the web or checking facebook, twitter, Instagram, etc. will not be allowed to use his or her laptop for note taking during future classes. This is distracting to other students.
- Be on time. It is distracting to me as well as other students when you come in after the lecture has already begun.
• If you need to leave class early, please inform me before class begins and sit close to the door so that you may exit with as little disruption as possible.

**Exams**

• All exams will be given in class and will begin promptly at the scheduled class time. You must be on time in order to take all exams. If you are late and someone else has already turned in his or her exam, you **WILL BE DENIED** access and will not be allowed to take the exam. This is to ensure test security. Please allocate plenty of time for handling parking or traffic delays. **Note:** due to the final exam schedule published by the Registrar, the final exam may be given at a different time than our regularly scheduled class time. However, all test day rules still apply. Specific days and times for the final exam can be found on the course calendar at the end of this syllabus or on the Registrars’ The Scoop website.

• The exams will be based on lectures, class discussions and worksheets, in-class/homework assignments, and quizzes.

• There are **NO** make-ups for the exams, **EXCEPT** for valid excuses, examples would be severe/contagious illnesses, hospitalization, university sanctioned events where you are a required participant, or jury duty. You **MUST** provide appropriate documentation and notify me via my WestGA email address (please do not contact me regarding missed exams via CourseDen). Only students with appropriate documentation will be allowed to make-up a missed exam.

• Make-up exams will be provided on Fridays after appropriate documentation has been received. Make-up exams should be completed before the next scheduled exam.

• If you do not take a make-up exam for a missed test, you will receive a grade of zero, and it will count as your exam to drop. **NOTE:** Only 1 missed exam with a grade of zero will be dropped. For example, if you receive a grade of zero on both exams 1 and 2 and you take exam 3 and the final exam, only exam 1 will be dropped. If you believe that circumstances will cause you to miss more than one exam, you need to drop this class.

• The final exam is optional for students who have taken exams 1-3. If you choose not to take the final exam, the final exam will be the exam that is dropped in your final average calculation. The lowest exam grade will be dropped for students who take all 4 exams.

• On test day, phones, music devices, and any other electronic device or auxiliary devices (ex: headphones, Bluetooth headsets, cameras, etc.) are not allowed on your desk. Failure to follow this test day procedure will result in action in accordance with the academic dishonesty policy. You may use a calculator on the exams; however, cell phones or other electronic devices (laptops, tablets, etc.) may not be used as calculators.

• You will be allowed to use a formula sheet on the exams that you put together. This should be one full size sheet of notebook paper front and back and can be typed or handwritten. You must turn this in with your exam. Failure to do so will result in an automatic 20 point grade deduction on your exam. **Only** formulas should be written on your formula sheet. Writing anything other than formulas (i.e., writing example problems, definitions, etc) will also result in an automatic 20 point grade deduction on your exam.

• If you have questions about what can and cannot be written on the formula sheet, you should discuss it with me **BEFORE** the exam (class starts at 2pm and the exam will begin promptly at 2pm). In the past, I have had students ask about things written on their formula sheet as I am preparing to give out the exam. At this point, you would not have time to make corrections, and you would also be taking valuable test time away from yourself and the other students in the class. So as to be fair to all students, I will not address questions about formula sheets once class time has begun on the scheduled exam date.
• You are responsible for bringing your own formula sheet with you to each exam. Any student who is present for an exam or make-up exam and does not have a formula sheet, must take the exam without one. No student may “borrow” another student’s formula sheet during the exam. Points will not be deducted from the exam grade for failure to have a formula sheet.

**Excel Assignments**

• Two Excel assignments will be assigned throughout the semester. These are designed to familiarize you with how to use Microsoft Excel to conduct statistical calculations. You will be required to provide descriptive statistics, computer graphics, statistical tests, regression analyses, etc. You will need to submit the computer printout of your completed assignments and supplement those calculations with a written report or discussion illustrating your ability to interpret the Excel output. These assignments should be your own work and individual thoughts. Any students who submit the same Excel assignments will each receive a grade of zero.

• Excel assignments must be turned into the CourseDen dropbox folder by the due date/time. Because you can turn these assignments in at your convenience no late work will be accepted, NO MATTER THE REASON. Specific due dates can be found on the class schedule at the end of this syllabus and are posted on the calendar in Course Den. I will also provide verbal reminders during class meetings. Any student who does not turn in his or her Excel assignments by the scheduled due date will receive a zero.

• Emailed assignments will NOT be accepted. If you have trouble uploading your completed assignment to the CourseDen dropbox folder, you must notify me in writing no later than 11:00am on the scheduled due date, failure to do so will result in a grade of zero if the assignment is not turned in to the dropbox folder by the deadline. Requests to turn in Excel assignments after the deadline will be denied NO MATTER THE REASON.

• You should ensure that your Excel file is saved properly and can be reopened for grading. My preference would be that you save the file as a 97-2003 file. If you are unsure that your file has been saved properly, you should notify me no later than 11:00am on the scheduled due date. If I cannot open your submitted Excel file for grading, a grade of zero will be given and no resubmission will be allowed.

**Quizzes**

• Quizzes will be given via the quiz tab in CourseDen. Each quiz will consist of 10 multiple choice or true/false questions. You will have 45 minutes and 3 attempts to complete each quiz. Only the highest score out of all of your attempts will count towards your final grade.

• You will have 1 week to complete each quiz. All quizzes will open at 8:00am on the scheduled open date and will close at 11:59pm on the scheduled close date. Specific open and close dates/times can be found on the class schedule at the end of this syllabus and are posted on the calendar in CourseDen. I will also provide verbal reminders in class of the due dates and times as well as the material to be covered on each.

• Quizzes will not be reopened for any reason once the due date/time has passed. Any missed quizzes may not be made up NO MATTER THE REASON.

• Any issues, technical or otherwise, concerning the quizzes must be addressed with sufficient notice in advance of the due date/time. Once the deadline has passed, any incomplete/unattempted quiz will result in a grade of zero.

• You can complete your quizzes using the student computer labs on campus or on your own equipment. Keep in mind that technology problems often seem to occur at the worst possible times. I encourage every student to have a back-up plan and complete their work well in advance of deadlines in case their technology fails. You should have an alternate computer access plan if your ISP suddenly goes out of business, or your disk crashes, or you experience some other personal hardware issue. You are responsible for having an emergency alternative computer
access plan. Know in advance where you can go (library, Internet café, friend’s house, workplace) if your primary system fails. Unreliable internet access or inability to login to CourseDen will result in missed deadlines and forfeited points.

• If you are experiencing technical issues with CourseDen (not your computer/ISP) that are preventing you from submitting your quiz, you have two responsibilities: 1) immediately contact the Help Desk by phone: 678-839-6248 or by email: distance@westga.edu. If it’s after office hours you can go to https://D2LHelp.view.usg.edu. 2) Notify me via my WestGa email address (do not do this through the email offered in CourseDen) after you contact the Help Desk.

• Your submitted responses with correct answers will be released for your review after you have completed the attempt. Notify me in writing within 2 calendar days of the closing date/time if there are any errors with the grading of your quiz attempts, i.e., if a correct answer was marked as incorrect.

In-class/Homework Assignments
• There will be 6 in-class/homework assignments randomly given throughout the semester. The lowest grade will be dropped.
• These assignments will not be announced in advance.
• Any missed in-class/homework assignments MAY NOT be made up NO MATTER THE REASON. Late assignments WILL NOT be accepted.
• Any student who is late for class or leaves class early and misses the in-class/homework assignment WILL NOT be allowed a make-up.

Academic Dishonesty: Cheating on any test or assignment will result in a zero on the test or assignment and will be reported to Student Services for appropriate disciplinary action by the University. Students not familiar with what constitutes academic dishonesty should refer to the Student Handbook and Undergraduate Catalog: http://www.westga.edu/undergrad/1762.htm.

The following are some examples of violations of the honor code in this course:
• Talking to classmates during tests.
• Looking at other students’ exams.
• Texting or emailing during tests.
• Borrowing/sharing calculators or formula sheets during tests.
• Having someone else complete your online quizzes for you.
• Turning in another student’s Excel assignments.

Cancellation: In the event that class is cancelled, I will communicate it with you as quickly as possible via CourseDen and WestGa email, and any relevant assignments or course announcements will be posted on CourseDen. Please review UWG’s Emergency Closing Policy for inclement weather located here: http://www.westga.edu/police/index_5102.php.

Students with Disabilities: Students with disabilities that have been certified by the Office of Accessibility Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Accessibility Services is located in 123 Row Hall at the Student Development Center, telephone 678-839-6428, http://www.westga.edu/studentDev/index_8884.php.

Credit Hour Policy (3 credit hours): For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about
360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

**Tobacco and Smoke-Free Campus Policy:** Effective August 1, 2014, the use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Visitors refusing to comply may be asked to leave campus. The full policy is available here: http://www.usg.edu/policymanual/section9/C503.

**Other Important Information:** Students, please carefully review the following information at this link http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.
# Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. 01/06</td>
<td>1</td>
<td>Introduction/Examining Distributions</td>
</tr>
<tr>
<td>Thurs. 01/08</td>
<td>1</td>
<td>Examining Distributions…cont./<strong>Quiz 1 available 8:00am</strong></td>
</tr>
<tr>
<td>Tues. 01/13</td>
<td>2</td>
<td>Examining Relationships</td>
</tr>
<tr>
<td>Thurs. 01/15</td>
<td>2</td>
<td>Examining Relationships…cont./<strong>Quiz 1 closes 11:59pm</strong></td>
</tr>
<tr>
<td>Tues. 01/20</td>
<td>2</td>
<td>Examining Relationships…continued/Excel Applications/<strong>Quiz 2 available 8:00am</strong></td>
</tr>
<tr>
<td>Thurs. 01/22</td>
<td>3</td>
<td>Producing Data</td>
</tr>
<tr>
<td>Tues. 01/27</td>
<td></td>
<td>Overflow/ Exam 1 Review/<strong>Quiz 2 closes 11:59pm</strong></td>
</tr>
<tr>
<td>Thurs. 01/29</td>
<td></td>
<td>Exam 1</td>
</tr>
<tr>
<td>Tues. 02/03</td>
<td>4 &amp; 5</td>
<td>Probability, sampling distributions, and Probability Theory</td>
</tr>
<tr>
<td>Thurs. 02/05</td>
<td>4 &amp; 5</td>
<td>Probability, sampling distributions, and Probability Theory…cont./<strong>Quiz 3 available 8:00am</strong></td>
</tr>
<tr>
<td>Tues. 02/10</td>
<td>4 &amp; 5</td>
<td>Probability, sampling distributions, and Probability Theory…cont.</td>
</tr>
<tr>
<td>Thurs. 02/12</td>
<td>6</td>
<td>Introduction to Inference/<strong>Quiz 3 closes 11:59pm</strong></td>
</tr>
<tr>
<td>Tues. 02/17</td>
<td>6</td>
<td>Introduction to Inference…cont./<strong>Quiz 4 available 8:00am</strong></td>
</tr>
<tr>
<td>Thurs. 02/19</td>
<td>6</td>
<td><strong>Excel Assignment 1 due</strong>/Introduction to Inference…cont.</td>
</tr>
<tr>
<td>Tues. 02/24</td>
<td></td>
<td>Overflow/ Exam 2 Review/<strong>Quiz 4 closes 11:59pm</strong></td>
</tr>
<tr>
<td>Thurs. 02/26</td>
<td></td>
<td>Exam 2</td>
</tr>
<tr>
<td>Fri. 02/27</td>
<td></td>
<td><strong>The last day to withdraw with a grade of “W”</strong>.</td>
</tr>
<tr>
<td>Tues. 03/03</td>
<td>7</td>
<td>Inference for Distributions</td>
</tr>
<tr>
<td>Thurs. 03/05</td>
<td>7</td>
<td>Inference for Distributions…cont./<strong>Quiz 5 available 8:00am</strong></td>
</tr>
<tr>
<td>Tues. 03/10</td>
<td>7</td>
<td>Inference for Distributions…cont./Excel Applications</td>
</tr>
<tr>
<td>Thurs. 03/12</td>
<td>8</td>
<td>Inference for Proportions…cont.</td>
</tr>
<tr>
<td>Tues. 03/17</td>
<td></td>
<td>No Class – Spring Break</td>
</tr>
<tr>
<td>Thurs. 03/19</td>
<td></td>
<td>No Class – Spring Break</td>
</tr>
<tr>
<td>Tues. 03/24</td>
<td>8</td>
<td>Inference for Two-way Tables</td>
</tr>
<tr>
<td>Thurs. 03/26</td>
<td>9</td>
<td>Inference for Two-way Tables</td>
</tr>
<tr>
<td>Tues. 03/31</td>
<td></td>
<td>No Class – Honor’s Convocation – Assignment in Lieu of class available on CourseDen – check CourseDen for due date/time</td>
</tr>
<tr>
<td>Thurs. 04/02</td>
<td>9</td>
<td>Inference for Two-way Tables…cont./<strong>Quiz 6 available 8:00am</strong></td>
</tr>
<tr>
<td>Tues. 04/07</td>
<td>10</td>
<td>Inference for Regression</td>
</tr>
<tr>
<td>Thurs. 04/09</td>
<td>10</td>
<td>Inference for Regression…cont./ <strong>Quiz 6 closes 11:59pm</strong></td>
</tr>
<tr>
<td>Tues. 04/14</td>
<td></td>
<td><strong>Excel Assignment 2 due</strong>/Overflow/ Exam 3 Review</td>
</tr>
<tr>
<td>Thurs. 04/16</td>
<td></td>
<td>Exam 3</td>
</tr>
<tr>
<td>Tues. 04/21</td>
<td></td>
<td>Optional Comprehensive Final/Make-Up Exam 2:00pm</td>
</tr>
<tr>
<td>Thurs. 04/23</td>
<td></td>
<td>No Class – Final Exams Week</td>
</tr>
</tbody>
</table>

**Note:** This schedule provides a general plan for the course. More topics may be covered if time permits. All assignment (quizzes, tests, problem sets, and software assignments) **due dates will remain fixed**. However, **material covered for each are tentative** and deviations may be necessary depending upon the progress of the class. Changes will be announced in class and updated on the course calendar on Course Den.