INSTRUCTOR
Hilde Patron Boenheim, Ph.D.
Miller Hall, Room 1303
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http://www.westga.edu/~hpatron/

OFFICE HOURS
Face-to-face (RCOB 1311): Tuesdays & Thursdays: 7:30AM-10:30AM
Online office hours: Monday through Thursday: 8:00AM-10:00AM

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.

COURSE INFORMATION
This class is partially online (50-94%). You will find videos, readings, tutorials and quizzes in CourseDen (D2L). There is roughly one online quiz due every week, except during weeks when we have face-to-face exams. On those weeks, you will not have an online quiz due.

We will meet a few times during the semester. I will schedule one or two meetings before each test. These will be the only times we will meet in person. A detailed schedule is found further down this syllabus. You are always welcome to come to my office hours at other times if you need extra help.

We will also have three face-to-face exams. You need to bring a calculator to tests. 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
No textbook required. I will provide readings and videos on courseden.

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 all three exams. You also have to login to D2L every day, and complete all assignments within the assigned deadline. Review sessions are optional. Below is a list of the dates for exams and review sessions.

FACE-TO-FACE MEETING DAYS
All meetings are in Miller Hall 2328 at 9:30 AM

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
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</thead>
<tbody>
<tr>
<td>Thursday, August 10th</td>
<td>Introduction to the course</td>
</tr>
<tr>
<td>Thursday, September 7th</td>
<td>Review for test 1</td>
</tr>
<tr>
<td>Thursday, September 14th</td>
<td>Exam 1</td>
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<tr>
<td>Thursday, October 12th</td>
<td>Review for test 2</td>
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<tr>
<td>Thursday, October 19th</td>
<td>Exam 2</td>
</tr>
<tr>
<td>Thursday, November 16th</td>
<td>Review for test 3</td>
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<tr>
<td>Thursday, November 30th</td>
<td>Exam 3</td>
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EXAMS AND ASSIGNMENTS
We will have three exams. The exams will be multiple choice. You need to bring a calculator and pencil to the tests. Each exam will be 20% of your grade. All exams are in Miller Hall 2328 at 9:30 AM.

Exam # 1: Thursday, September 14
Exam # 2: Thursday, October 19
Exam # 3: Thursday, November 30

All other assignments will be delivered and completed online through Courseden. These assignments are worth a combined 40%. Quizzes consist of multiple choice questions. They are timed (usually 60 minutes). Once you click "Begin quiz", you have 60 minutes to complete the quiz. Time runs continuously, even you leave the quiz and come back later. The quizzes are due on the following dates and times:
Quiz # 1: due by 11:00PM on Thursday, August 17th
Quiz # 2: due by 11:00PM on Thursday, August 24th
Quiz # 3: due by 11:00PM on Thursday, August 31st
Quiz # 4: due by 11:00PM on Thursday, September 21st
Quiz # 5: due by 11:00PM on Thursday, September 28th
Quiz # 6: due by 11:00PM on Thursday, October 12th
Quiz # 7: due by 11:00PM on Thursday, October 26th
Quiz # 8: due by 11:00PM on Thursday, November 2nd
Quiz # 9: due by 11:00PM on Thursday, November 9th
Quiz # 10: due by 11:00PM on Thursday, December 7th

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). I will drop the lowest quiz score.

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.
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!

ACADEMIC SUPPORT
Accessibility Services: 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. For more information, please contact Accessibility Services.
Center for Academic Success: The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center: The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

ONLINE COURSES
UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online site.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide.

If a student is experiencing distress and needs help, please see the resources available at the UWG Cares site. Online counseling is also available for online students.

HONOR CODE
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. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

UWG EMAIL POLICY
University of West Georgia students are provided a MyUWG e-mail account. The University considers this 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.

**CREDIT HOUR POLICY**
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.

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

**HB 280 (Campus Carry)**
UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional_information#](http://www.usg.edu/hb280/additional_information#) You may also visit our website for help with USG Guidance: [https://www.westga.edu/police/campus-carry.php](https://www.westga.edu/police/campus-carry.php)