Econ 3406: Statistics for Business II

University of West Georgia Summer 2016

Instructor: Dr. Heather R. Bono
Contact Info: hrichard@westga.edu
Office: Miller Hall 1219
Office Hours: online Monday-Friday: 1:00-3:00pm send questions via email; Office meetings offered by appointment only. I will have limited access to email June 18-27, 2016.

Course/Section/Time
Econ 3406-N02 Final Exam: July 27, 2016 at 8:00am EST in Miller Hall 1309.

Required Text: Statistical Techniques in Business and Economics by Lind, Marchal, and Wathen (16th edition). You will also need to purchase access to the Connect software with access to Learn Smart.

Prerequisites: ECON 3402 or MATH 2063 and MATH 1413. You also need to have access to a computer and you must have access to the Internet and Microsoft Excel.

Course Learning Objectives: Upon completion of this course, students are expected to have a basic understanding of:

1. Recognize the role that quantitative models play in the decision making process (LG2)
2. Be able to transform a rather general problem into a well-defined problem that can be solved quantitatively (LG2)
3. Be able to apply basic quantitative models to business situations (LG2)
4. Demonstrate the ability to collect and input data into basic quantitative models (LG2, LG3)
5. Be able to solve models "by hand" and with specialized computer software, spreadsheets and graphical packages (LG2, LG3)
6. Describe specific quantitative models including linear regression and others applicable to business decision making (LG2)

Note: A complete list of expected learning goals (LG) for the Richards College of Business can be found at http://www.westga.edu/business/undergrad_learning_goals.php
Evaluation: Final grades are based on your performance on the following:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of final grade</th>
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<tbody>
<tr>
<td>7 Homework Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>2 Excel Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>3 Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>7 Learn Smart Reading Assignments</td>
<td>5%</td>
</tr>
<tr>
<td>1 Final exam (July 27, 2016 at 8:00am in Miller Hall 1309)</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
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Final grades for this course will be assigned using this exact distribution (see table below). **Final grades will not automatically be “rounded up”**. For example, if a student average is 89.9, a final grade of “B” will be assigned for the course. You would need an average of 90 or more for a final grade of “A”.

<table>
<thead>
<tr>
<th>Final Average</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 or higher</td>
<td>A</td>
</tr>
<tr>
<td>80 up to 90</td>
<td>B</td>
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<tr>
<td>70 up to 80</td>
<td>C</td>
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<tr>
<td>60 up to 70</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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Class notes, video lectures, syllabus, link to the course Connect website, and other materials can be found on Course Den. All grades will be recorded on the grade tab on Course Den. If you have any questions, concerns, complaints, etc. about your grade, you MUST bring it to the instructor’s attention within 48 hours of the grade being posted in Course Den. **Grade issues (missing or “incorrect”) that are not brought to the instructor’s attention until the end of the semester will not be addressed.**

Attendance: This is an online class where work is completed independently with scheduled deadlines for assignments. Students who miss these deadlines will forfeit those points. All deadlines are scheduled in advance. It is the responsibility of the student to make adjustments to their own schedules to fit the requirements of the course. This is not an independent study or self-paced course, but instead is delivered as asynchronous instruction which means that you can access the material you need without time/place constraints (attending a regular class). This allows you the flexibility you need but there are still firm deadlines and a set “pace” to the course. To be successful in the course, you will need to be comfortable interacting and collaborating with your classmates in an online setting. If this does not suit your learning style or fit your academic needs, check the UWG class bulletin for alternative classes.

The last day to withdraw with a grade of “W” is June 29, 2016. 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.

Face-to-Face Final Exam: There will be a required face-to-face final exam given on July 27, 2016 at 8:00am in Miller Hall 1309. This exam will be comprehensive. The exam will begin promptly at the scheduled time. You must be on time to take the exam. 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. **Every student should bring some form of ID (either government issued – driver’s license/passport or UWG ID).** The exams will be based on class notes, video lectures, assigned readings, quizzes, and homework assignments.

**IMPORTANT TESTING INFORMATION:** Please note that this course requires a face-to-face final exam which is scheduled to take place on Wednesday, July 27, 2016 at 8:00 am in Miller Hall Room 1309. If you require a proctored test in an alternative location, you must contact me during the first week of class to work out
the details in advance so that a test can be provided for you. There are multiple steps in the test proctoring process to allow us to coordinate across multiple departments and universities, therefore last minute proctoring requests cannot be granted. Please note, proctored tests generally carry an additional fee from the testing center that must be paid by the student and the proctoring window for this course is July 25, 2016-July 26, 2016.

There are NO make-ups, 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 after appropriate documentation has been received.

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. Watches must also be removed and placed in your bag. 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, smart watches, etc.) may not be used as calculators. You may not share calculators with your classmates.

Quizzes: Three quizzes will be given throughout the semester. These will consist of a combination of multiple choice and short answer/problem solving questions.

You will have two attempts on each quiz and a limited time to complete. You can take each quiz up to two times and the highest grade will be recorded. The answers to the quiz questions will not be revealed. Each quiz will be available for completion for 2 days (time limits apply) and will have specific due dates and times. The specific available and due dates/times can be found on the class schedule at the end of this syllabus and are posted on the calendar in CourseDen. The time limit starts for a particular attempt once you have begun the quiz. You will not be able to stop and come back to the attempt later.

There are NO MAKE-UPS for these assignments. Quizzes will not be reopened FOR ANY REASON once the deadline for completion has passed.

Any issues, technical or otherwise, concerning the quizzes must be addressed no later than the day before the deadline for completion. Once the deadline has passed, any 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 will result in missed deadlines and forfeited points.

If you are experiencing technical issues with Course Den or Connect (not your computer/ISP) that are preventing you from submitting your homework, you have two responsibilities: 1) immediately contact the appropriate technical support: for Course Den related problems 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. For Connect related problems contact their technical support using information located at http://mpss.mhhe.com 2) Notify me via my WestGa email address (do not do this through the email offered in CourseDen) after you contact the Help Desk or technical support.
**Homework Assignments:** Seven homework assignments will be given throughout the semester via the Connect website. These will consist of short answer/problem solving questions.

You will have two attempts on each assignment with one check my answer on each question. The highest grade out of the two attempts will be used in your final grade calculation. These assignments will not be timed (you do not have to complete these assignments in one setting, you can exit and come back to the assignment as long as you have not clicked the submit button and the deadline for completion has not passed). Each assignment has a specific due date/time. Specific dates/times can be found on the class schedule at the end of this syllabus and are posted on the calendar in Course Den.

There are NO MAKE-UPs for these assignments. Homework assignments will **not** be reopened FOR ANY REASON once the deadline for completion has passed.

Any issues, technical or otherwise, concerning the homework must be addressed no later than the day before the deadline for completion. Once the deadline has passed, any unattempted homework assignment will result in a grade of zero.

You can complete your homework assignments 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 will result in missed deadlines and forfeited points.

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**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 output 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. You will also be reported to the student conduct office for violating the UWG honor code.

Excel assignments must be turned into the Course Den dropbox folder by the due date/time. **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. 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 Course Den dropbox folder, you must notify me via hrichard@westga.edu **No later than 8am** 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. If you are
unsure that your file has been saved properly, you should notify me no later than 8:00am 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. IT IS YOUR RESPONSIBILITY TO INSURE THAT YOU HAVE SUBMITTED THE FILE YOU WISH TO HAVE GRADED. Resubmission after the deadline has passed WILL NOT BE allowed for any reason. Files should NOT be emailed to me AT ANY POINT. Only specific questions regarding the problems will be addressed. I will not review an assignment or problem as to check for correctness. Any requests to review answers via email will be regarded as your final submission and will be graded as such.

Learn Smart Assignments: Seven Learn Smart activities will be assigned throughout the semester via the Connect Website. These assignments will correspond to various chapters throughout the text. There are NO MAKE-UPS for these assignments NO MATTER THE REASON. Assignments will not be reopened once the due date/time has passed. You should read the chapter before completing these assignments. Specific Learn Smart Assignment due dates/times can be found on the class schedule at the end of this syllabus and are posted on the calendar in Course Den. I encourage you to complete the Learn Smart Assignments before attempting the homework assignments.

Extra Credit Opportunities: Any extra credit opportunities will be announced on Course Den along with the corresponding deadlines and will be offered to the class as a whole. The pursuit of extra credit is optional and is offered at the discretion of the instructor, and there is no guarantee of extra credit availability in this course.

Class Policies:
- Food is not allowed in any of the classrooms.
- Cell phones should be placed on silent or turned off and placed in your bag.
- Answering cell phones during class is not allowed and is a violation of the student code of conduct. Any student who violates this policy will be reported to the student conduct office.
- Headphones and sunglasses (unless worn for medical reasons, this requires documentation) should be removed.
- All watches (smart and otherwise) must be removed and placed in your bag on exam day.
- Be on time.

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 exams.
- Looking at other students’ exams.
- Texting or emailing during exams.
- Having on watches or having your cell phone out during exams.
- Borrowing/sharing calculators during exams.
- Using cheat sheets or writing notes on desks.
- Having another student complete an online homework assignment or quiz for you.
- Turning in another student’s Excel assignment.

WOLF PACT: By enrolling and continuing in this course you agree to the following: Having read the Honor Code for the University of West Georgia, I understand and accept my responsibility to uphold the values and beliefs described therein and to conduct myself in a manner that will reflect the values of the Institution and the Richards College of Business so as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly and within the parameters set by my instructor. I understand and accept that if I am found guilty of
violations (through processes due me as a UWG student and outlined in the UWG Student Handbook), penalties will be imposed. I also recognize that my responsibility includes willingness to confront members of the UWG community if I feel there has been a violation of the Honor Code. Ultimately, I will conduct myself in a manner that promotes UWG as the best place to work, learn, and succeed for my generation, and those to come!

**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. It is the student’s responsibility to check his or her email. All correspondence between you and I should be via UWG e-mail. I will not respond to e-mails sent from personal e-mail accounts.

**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.

**Registering Connect:** You will need to do this as soon as possible. Your first scheduled assignment has a due date of June 13, 2016 at 5:00pm. The registration will be available until June 14, 2016. You can either purchase through the Connect website or by access code sold with the hard copy of the book. Purchasing directly through the Connect website will give you access to the eBook. You should ensure that with the option that you purchase you should have access to Learn Smart.
<table>
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<tr>
<th>Week</th>
<th>Topics and Assignment</th>
<th>Availability</th>
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|        | **Introduction /Review of Stats 1 Basics/Review of Normal Distribution & Central Limit Theorem** | *Homework #1/Learn Smart #1 available 8:00am EST on Monday 06/06/2016*  
*Syllabus Acknowledgement due by 5:00pm EST Friday 06/10/2016*  
*Homework #1/Learn Smart #1 due by 5:00pm EST on Monday 06/13/2016* |
| **Week 2** | *Chapter 9: Estimation and Confidence Intervals (sections 1-4)/Chapter 10: One-Sample Tests of Hypothesis* | *Homework #2/Learn Smart #2 available 8:00am EST on Monday 06/13/2016*  
*Quiz 1 available on Wednesday 06/15/2016 at 5:00pm EST and due by Friday 06/17/2016 at 5:00pm EST*  
*Homework #2/Learn Smart #2 due by 5:00pm EST on Monday 06/20/2016* |
| **Week 3** | *Chapter 11: Two-Sample Tests of Hypothesis/Chapter 12: Analysis of Variance (sections 1-3)* | *Homework #3/Learn Smart #3 available 8:00am EST on Monday 06/20/2016*  
*Homework #3/Learn Smart # due by 5:00pm EST on Monday 06/27/2016* |
| **Week 4** | *Chapter 13: Correlation and Linear Regression* | *Homework #4/Learn Smart #4 available 8:00am EST on Monday 06/27/2016*  
*Excel Assignment #1 due in Course Den dropbox by 5:00pm EST Tuesday 06/28/2016*  
*Quiz 2 available on Wednesday 06/29/2016 at 5:00pm EST and due by Friday 07/01/2016 at 5:00pm EST*  
*Homework #4/Learn Smart #4 due by 5:00pm EST on Monday 07/4/2016* |
| **Week 5** | *Chapter 14: Multiple Regression Analysis (omit section 7)* | *Homework #5/Learn Smart #5 available 8:00am EST on Monday 07/4/2016*  
*Homework #5/Learn Smart #5 due by 5:00pm EST on Monday 07/11/2016* |
| **Week 6** | *Chapter 15: Nonparametric Methods: Nominal Level Hypothesis Tests (omit section 4)* | *Homework #6/Learn Smart #6 available 8:00am EST on Monday 07/11/2016*  
*Quiz 3 available on Wednesday 07/13/2016 at 5:00pm EST and due by Friday 07/15/2016 at 5:00pm EST*  
*Homework #6/Learn Smart #6 due by 5:00pm EST on Monday 07/18/2016* |
| **Week 7** | *Chapter 18: Time Series and Forecasting (sections 1-7)* | *Homework #7/Learn Smart #7 available 8:00am EST on Monday 07/18/2016*  
*Excel Assignment #2 due in Course Den dropbox by 5:00pm EST Friday 07/22/2016*  
*Homework #7/Learn Smart #7 due by 5:00pm EST on Monday 07/25/2016* |
| **Week 8** |  | *Final Exam Wednesday, July 27, 2016 at 8:00am EST in Miller Hall 1309* |

**Note:** This schedule provides a general plan for the course. More topics may be covered if time permits. All assignment (tests and other 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 Den calendar.