Econ 3406: Statistics for Business II

University of West Georgia Spring 2017

Instructor: Dr. Heather R. Bono

Contact Info: hrichard@westga.edu

Office: Miller Hall 1219

Office Hours: Tuesdays and Thursdays 7:30am-9:30am, 2:00pm-3:30pm, and 5:00pm-5:30pm; Wednesdays Online 9:00am – 11:00am; and by appointment

Course/Section/Time                  Location
Econ 3406-04,  TTh12:30-1:45pm       Miller Hall 1201
Econ 3406-02,  TTh3:30-4:45pm         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>
</tr>
</thead>
<tbody>
<tr>
<td>6 (after 2 drops) Homework Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>6 (after 2 drops) Learn Smart Reading Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Regression Assignment</td>
<td>5%</td>
</tr>
<tr>
<td>4 Exams (after 1 drop)</td>
<td>70%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>90 or higher</td>
<td>A</td>
</tr>
<tr>
<td>80 up to 90</td>
<td>B</td>
</tr>
<tr>
<td>70 up to 80</td>
<td>C</td>
</tr>
<tr>
<td>60 up to 70</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Class notes, 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.**

Exams: Five exams will be offered this semester. Only four will count towards your final average. There are NO make-ups for the exams. You will receive a grade of zero for the missed exam, 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, exam 4, 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 1-4. 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 5 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. The exams will be based on lectures, assigned readings, class discussions and worksheets, quizzes and homework assignments. The final exam schedule is set by the Registrar’s office. You must notify me no later than 1 week before the scheduled final exam if you have a scheduling conflict with another class. Conflicts without sufficient notice may not be accommodated.

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. Electronic/Smart watches (ex: Apple watches, etc) 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.

**Homework Assignments:** Eight homework assignments will be given throughout the semester via the Connect website. These will consist of short answer/problem solving questions. Only six will count towards your final average. The two lowest homework grades will be dropped.

You will have two attempts on each assignment with two “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. You should keep in mind that emails sent after 5:30pm will not receive a response until after 8:00am the following day (excluding the weekends, emails sent after 4:00pm on Fridays will not receive a response until after 8:00am the following Monday). Any email sent after 5:30 pm on the due date will not receive a response until the next day after 8:00am, and you will not receive an extension and the assignment will not be reopened. 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.

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](http://mpss.mhhe.com) 2) Notify me via my WestGa email address (do not do this through the email offered in Course Den) after you contact the Help Desk or technical support.

**Learn Smart Assignments:** Eight Learn Smart activities will be assigned throughout the semester via the Connect Website. These assignments will correspond to various chapters throughout the text. Only six will count towards your final average. The two lowest Learn Smart grades will be dropped. 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.

Any issues, technical or otherwise, concerning the Learn Smart Assignments must be addressed no later than the day before the deadline for completion. You should keep in mind that emails sent after 5:30pm will not receive a response until after 8:00am the following day (excluding the weekends, emails sent after 4:00pm on Fridays will not receive a response until after 8:00am the following Monday). Any email sent after 5:30 pm on the due date will not receive a response until the next day after 8:00am, and you will not receive an extension and the assignment will not be reopened. Once the deadline has passed, any unattempted Learn Smart Assignment will result in a grade of zero.

You can complete your Learn Smart 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.

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.

Regression Assignment: One regression assignment will be assigned. This is designed to familiarize you with how to use Microsoft Excel to conduct regression 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. This assignment should be your own work and individual thoughts. Any students who submit the same regression assignment will each receive a grade of zero.

Regression assignments must be turned into the CourseDen dropbox (assignment) 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 (assignment) folder, you must notify me in writing no later than 2:00pm 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 (assignment) folder by the deadline. Requests to turn in regression 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 2:00pm 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 SUBMIT THE FILE YOU WISH TO HAVE GRADED BEFORE THE SUBMISSION DEADLINE. ONLY FILES SUBMITTED TO THE COURSE DEN DROPBOX (assignments) FOLDER WILL BE GRADED. NO RESUBMISSIONS WILL BE ALLOWED FOR ANY REASON. NO EXCEPTIONS!

Extra Credit Opportunities: Any extra credit opportunities will be announced in class 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.

Attendance: Attendance is not mandatory but highly encouraged. Students who regularly attend class, keep up with the material, and actively participate in class tend to do better in the course as a whole. The last day to withdraw with a grade of “W” is March 2, 2017. Please be aware that UWG has instituted a new limited withdrawal policy as of Fall 2013, information is available here: https://www.westga.edu/student-services/registrar/limited-course-withdrawals.php

Class Policies:
- Food is not allowed in any of the classrooms.
- Turn off or silence cell phones and put away before coming into class. Sleeping, texting, and listening to music during class are not allowed. Do not come to class if you intend to do this.
- 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 should be removed once class has begun.
- 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.

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!

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. I will respond to emails between the hours of 8:00am and 5:30pm each day (excluding the weekends). Emails after 5:30pm will not receive a response until the next day after
8:00am. Emails sent after 4:00pm on Fridays will not receive a response until the following Monday after 8:00am.

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 or Learn Smart assignment for you.

Cancellation: In the event that class is cancelled, I will communicate it with you as quickly as possible via Course Den and WestGa email, and any relevant assignments or course announcements will be posted on Course Den. 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/UWGSyllabusPolicies/. 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 January 17, 2017 at 11:59pm. The registration will be available until January 17, 2017. 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 have access to Learn Smart.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter(s)</th>
<th>Topic</th>
</tr>
</thead>
</table>
| Tues. 01/10| 1&3        | Introduction/Review of Stats 1 Basics: Variable types and descriptive statistics  
**Homework #1 and Learn Smart #1 available at 8:00am** |
| Thurs. 01/12| 7&8       | Review of Normal Distribution and Central Limit Theorem                |
| Tues. 01/17| 7&8        | Review of Normal Distribution and Central Limit Theorem—continued       
**Homework #1 and Learn Smart #1 due by 11:59pm** 
**Homework #2 and Learn Smart #2 available at 8:00am** |
| Thurs. 01/19| 9         | Estimation and Confidence Intervals                                    |
| Tues. 01/24| 9          | Estimation and Confidence Intervals—continued                          |
| Thurs. 01/26| 9         | Estimation and Confidence Intervals—continued                          
**Homework #2 and Learn Smart #2 due by 11:59pm** |
| Tues. 01/31|            | Overflow/Exam Review                                                   |
| Thurs. 02/02|            | Exam 1 given in class                                                  |
| Tues. 02/07| 10&15      | One-Sample Tests of Hypothesis                                         
**Homework #3 and Learn Smart #3 available at 8:00am** |
| Thurs. 02/09|            | Online Class – Assignment due by 5:00pm                                |
| Tues. 02/14| 10&15      | One-Sample Tests of Hypothesis                                         
**Homework #3 and Learn Smart #3 due by 11:59pm** 
**Homework #4 and Learn Smart #4 available at 8:00am** |
| Thurs. 02/16| 11&15     | Two-Sample Tests of Hypothesis                                         |
| Tues. 02/21| 11&15      | Two-Sample Tests of Hypothesis—continued                              
**Homework #4 and Learn Smart #4 due by 11:59pm** |
| Thurs. 02/23|            | Overflow/Exam Review                                                   |
| Tues. 02/28|            | Exam 2 given in class                                                  |
| Thurs. 03/02| 12         | Analysis of Variance                                                  
**Homework #5 and Learn Smart #5 available at 8:00am** |
| Tues. 03/07| 12         | Analysis of Variance—continued                                        |
| Thurs. 03/09| 13        | Correlation and Linear Regression                                      
**Homework #5 and Learn Smart #5 due by 11:59pm** 
**Homework #6 and Learn Smart #6 available at 8:00am** |
| Tues. 03/14| 13        | Correlation and Linear Regression—continued                            |
| Thurs. 03/16| 13        | Correlation and Linear Regression—continued                            
**Homework #6 and Learn Smart #6 due by 11:59pm** |
| Tues. 03/21|            | No Class – Spring Break                                                |
| Thurs. 03/23|            | No Class – Spring Break                                                |
| Tues. 03/28|            | Overflow/Review for exam                                               |
| Thurs. 03/30|            | Exam 3 given in class                                                  |
| Tues. 04/04|            | Online Class – Assignment due by 5:00pm                                
**Homework #7 and Learn Smart #7 available at 8:00am** |
| Thurs. 04/06| 14        | Multiple Regression Analysis                                           |
| Tues. 04/11| 14        | Multiple Regression Analysis—continued                                 |
| Thurs. 04/13| 15        | Nonparametric Methods: Nominal Level Hypothesis Tests                  
**Homework #7 and Learn Smart #7 due by 11:59pm** 
**Homework #8 and Learn Smart #8 available at 8:00am** |
| Tues. 04/18| 18        | Time Series and Forecasting                                            
**Regression Assignment due by 6:00pm** |
| Thurs. 04/20| 18        | Time Series and Forecasting—continued                                  |
| Tues. 04/25|            | Overflow/Review for exam                                               |
| Thurs. 04/27|            | Exam 4 given in class                                                  |
| Tues. 05/02|            | No Class                                                              |
| Thurs. 05/04|            | Section 04 (12:30pm Class) Optional/Make-Up Final Exam at 11:00am    
Section 02 (3:30pm Class) Optional/Make-Up Final Exam at 2:00pm |

**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.