

**Austin Community College    BUSG 2371    Business Statistics**  
**ONLINE COURSE    Synonym 16456 Section 004    Summer 2008**

**Instructor:** Dan Dewberry  
**Office Hours:** W 11:15 a.m.-12:15 p.m. & 2:05 p.m.- 2:55 p.m. RGC 227  
**Voicemail, email:** 223-1795 x 22775; dandew@austin.rr.com  
**Textbook/CD:** **Statistical Techniques in Business & Economics by Lind, et al., 13th Edition;**  
CD & study guide not required; ISBN: 13 9780073272962

**Course Prerequisite:** MATH 1324 (Mathematics for Business & Economics) or MATH 1314 (College Algebra)

**Course Objectives:** To learn statistical terminology & methodology; PC applications

**Course Content:** A course designed for students majoring in business. Topics include organization of measurements, determining measures of central tendency, variability, counting, probability, statistical inference, hypothesis testing (large and small samples), simple and multiple regression and correlation, non-parametric methods, and time series. Class participation is encouraged. **Go to Blackboard** for more information:

<http://aconline.austincc.edu/>

<b>Grading:</b>	4 Exams	72.7% (100 points each)
	Homework/Quizzes	18.2% (100 total points)
	Project	9.1% (50 points)

**Grade distribution:** Points needed out of 550: 492=A 437=B 382=C 327=D Below 327=F

**Bizness:**

1. We will use **Blackboard (BB)** for this course. You must go there & log in:  
<http://aconline.austincc.edu/> If you have never used BB, go to the website & click on "Student Guide - Getting Started with Blackboard."
2. You will take the first four **exams** in any of the ACC Testing Centers. Locations & hours:  
(<http://www2.austincc.edu/testctr/hours.php>) You will need an **ACC ID card** to take exams; no exceptions. Go to an ACC Admissions office to ask about getting an ID. Bring a picture ID as well if your ACC ID does not have a picture. Please do not procrastinate to take exams. If you continually take the tests on the last day possible, you take the risk that a flat tire or other event will cause you to miss the exam. You are responsible for reading the hours the centers are open and they close no matter how far you are into an exam. They enforce all their rules with no exceptions. It is not fun to study for an exam, show up to take it on the last day & not have the proper ID. You will likely miss the exam and this is not your instructor's fault. Please avoid this frustration. The final exam is optional and can be taken online on BB.
3. You can miss one of the first four exams, and the final exam will count in its place. **The final exam is optional.** If you have completed the first 4 exams and are satisfied with your grade, you do not have to take the final exam. If you take all the exams, you can take the final exam and replace your lowest exam score. The final exam will be taken online on BB. It will not be taken in the testing centers. The deadline for the final exam is Tue., Aug. 12 at midnight. You must complete the test by midnight or it will not be graded. No exceptions.
4. **Study guides** for the exams will be on BB under "Study Sheets." It is critical that you follow them.
5. Some formulas will be provided on each test. See "**Formula Sheets**" on BB for the exact copies that will be provided on the exams.
6. You will need a **calculator** for the exams. You **cannot** use a programmable calculator with a large screen on it like a TI-83 or similar models. You will need a regular calculator or scientific calculator that only has one line on the screen. These usually cost between \$2 & \$10 (you need to be able to do exponents). I use a SHARP EL-501. The testing centers do not have calculators. Again, it is frustrating to take a test without a calculator, but if you do not have one, you will possibly be stuck there taking it if you are at the deadline for the test.
7. It is the students' responsibility to be aware of the drop date, July 29. Neither you nor the instructor can drop the class after this deadline. The college's policy is clear and is later in this syllabus.
8. The **project** will be due on August 12 at midnight. Details will be provided on BB under "Assignments". A 3 point penalty will be assessed for each day late and no projects will be accepted after midnight on August 14. All projects must be emailed or put in the digital dropbox on BB.
9. **Required Homework** assignments and due dates are listed on Blackboard under "Assignments." You will use Excel to complete these assignments (see BB for more details). A 2 point penalty will be assessed for each day late up to 3 days. Email your assignments or put them in the digital dropbox on BB. No work will be accepted more than 3 days late. HW is due at 11:59 p.m. of the due date.
10. **Suggested homework** problems are listed on BB under "Information". Please do these problems to prepare for the exams. It is critical. The odd answers are in the back of the textbook & the even answers for the suggested problems are in Word documents on BB under "Information." Look in Blackboard under "Excel Files" for raw data from the CD-Rom to help you save time for data entry on the SC & Excel problems.

### **BizHints:**

1. 8-14 hrs of study/week (especially discussion w/ a classmate, use of flashcards, quizzes from the CD-ROM & other techniques, using the textbook's website etc.) is recommended if you plan to make a high grade. You can discuss problems on Blackboard's Discussion Board.
2. Read the textbook. The definitions, explanations, and the EXAMPLE PROBLEMS are important to your understanding. The tests are similar to problems in the book. Follow the Study Sheet.
3. There are free math tutors to help you at most ACC campuses. Find their hours of operation here: <http://www.austincc.edu/tutor/> Math tutors are usually available but I cannot guarantee their expertise at statistics. Most are hired for algebra and calculus.
4. See the textbook website for students at [http://highered.mcgraw-hill.com/sites/0073030228/information\\_center\\_view0/](http://highered.mcgraw-hill.com/sites/0073030228/information_center_view0/)

### **Instructor's Objectives:**

1. Provide clearly defined grading system & clearly explained policies.
2. Provide prompt grading of exams & assignments.
3. Provide convenient ways to contact the instructor.
4. Make the class interesting & challenging.
5. Respect the students & motivate the students to learn.
6. Have Fun!

**Testing Schedule Deadlines:** These dates will be the last day in which you can take these exams in any of the ACC testing centers. I will put these exams in a week before the deadline (except for the optional final exam which is given online). Please note: schedule changes may occur during the semester. Any changes will be announced on BB. **The testing center hours & locations are here:**

<http://www2.austincc.edu/testctr/hours.php>

**EXAM 1-Tue., July 15**

**Ch. 1-4**

**EXAM 2-Tue., July 22**

**Ch. 5-9**

**EXAM 3-Thur., July 31**

**Ch. 10-12**

**EXAM 4-Thur., Aug. 7**

**Ch. 13-20**

**FINAL EXAM –Tue., Aug. 12 - 8 p.m. (Online)**

**Ch. 1-20 (optional)**

### **MORE INFO:**

**ACBSP Certified:** The ACC Business Studies Division is certified by the Association of Collegiate Business Schools and Programs. The ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence. The association embraces the virtues of teaching excellence and emphasizes to students that it is essential to learn how to learn. <http://www.acbsp.org/>

### **INSTRUCTIONAL METHODOLOGY**

This course is taught online. Follow your textbook & the study sheets on BB carefully.

### **COURSE RATIONALE**

Statistics are necessary to make informed business decisions, therefore the understanding of various techniques is necessary for success in today's business world.

### **DISCIPLINE OBJECTIVES**

Learn how statistics can aid the world of business.

Learn how to use PC applications of statistics to form better business solutions.

### **Withdrawal Policy**

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. Departmental policy forbids the instructor from withdrawing you from the class after the withdrawal date listed in the course catalogue. If you decide to drop this class, you must protect your academic record by withdrawing no later than **July 29, 2008**. You must also verify that you have successfully withdrawn from the class before the Final Withdrawal Date. You are also strongly encouraged to keep any paperwork should there be a problem in the computer records.

**Rule of Three** <http://www.austincc.edu/admiss/ruleofthree/>

Per state law, effective Spring 2006 any student taking a class for the third time or more may be charged an additional \$60 per credit hour unless exempted. The Texas Higher Education Coordinating Board has mandated that all publicly funded higher-education institutions will not receive funding for courses a student takes for the third time or more. Without the state funding for those affected classes, ACC will charge additional tuition to pay for the cost of the class. The new "Rule of Three" tuition costs will not apply to developmental courses, Continuing Education courses, special-studies courses in which the content changes each time, or other select courses. See the webpage above for more details.

## **Incompletes**

An incomplete (grade of "I") will only be given if extenuating circumstances, such as illness or death of a loved one, keep a student from completing the final examination. Incompletes must be requested in writing with documentation of the extenuating circumstances. If a grade of I is given, the final examination must be taken by a date set by the student and professor. This date may not be later than four weeks prior to the end of the **2008 Fall Semester**.

## **Statement on Scholastic Dishonesty**

"Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework." See this website for plagiarism definitions:

<http://www.hamilton.edu/academics/resource/wc/usingsources.html>

## **Statement on Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD.

## **Statement on Academic Freedom**

Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.

**SCANS** - The Secretary's Commission on Achieving Necessary Workplace Skills (SCANS) is a project of the Secretary of Education and Secretary of Labor. The consensus is that students must develop and cultivate workplace skills as part of their college courses. The SCANS competencies (workplace skills) that will be assessed during this course include: 1. Responsibility - Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks by setting high standards, paying attention to details, and displaying a high level of concentration even when assigned an unpleasant task; and displays high standards of attendance, punctuality, enthusiasm, vitality and optimism in approaching and completing tasks. 2. Assessments - Attends class regularly. Arrives on time. Completes homework on a timely basis. Participates positively in class group activity. Prepares for class by reading material and attempting exercises ahead of lecture presentation. 3. Apply Technology - Understands the overall intent and the proper procedures for using a statistical portion of a spreadsheet program. Demonstrates competence in how to use program to solve text assignments. Accurately interprets output. 4. Assessments - Communicates mastery of the material through examination and written assignments.

## **Student Discipline**

Refer to the student handbook for policies:

<http://www.austincc.edu/marketng/handbook/>

## **STUDENT SERVICES**

The Web address for student services is:

<http://www3.austin.cc.tx.us/evpcss/rss/Default.htm>

## **INSTRUCTIONAL SERVICES**

The Web address is:

<http://www3.austincc.edu/evpcss/memos/reference.htm>, then click on "Campus Based Student Support Overview".

## **TESTING CENTER POLICY**

ACC Testing Center policies can be found at:

<http://www2.austincc.edu/testctr/>

**Schedule (subject to change):**

<b>Week of</b>	<b>Activity</b>
7-7	Ch. 1-4
7-14	Ch. 5-9, Test 1
7-21	Ch. 9-11, Test 2
7-28	Ch. 11-12, Test 3
8-4	Ch. 13-20, Test 4
8-11	Project, Test 5 (optional)

**HOMEWORK PROBLEMS** - The only problems you will turn in (listed on BB under “Assignments”) are the Software Command problems (labeled “SC”) or other problems labeled “use Excel”. Turn them in via email or Blackboard’s “Digital Dropbox”. The suggested problems are listed on BB under “Information” and are HIGHLY recommended for you to do & understand but you do not need to turn them in. There will be similar problems on the exams.