BELLEVUE COLLEGE
Become Exceptional

Business Administration – Transfer
BA 240 Statistical Analysis
Emilia Gan

Fall 2010 Course Information

General Information Section:
Time: Daily 8:30 am to 9:20 am

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Required Texts <u>Statistics</u> (10th Edition) by McClave and Sinich, Prentice Hall 2006
and Materials Assistance with Excel: Excel Videos available on Winnie Li's website
Assistance with Calculators: available on website
Calculator that can calculate standard deviations

Prerequisites Math 138 or Math 142
Intermediate computer skills and prior experience with Word, Excel, and PowerPoint are highly recommended.

Topics

Introduction	Chapter 1
Descriptive Statistics	Chapter 2
Probability	Chapter 3
Discrete Distribution	Chapter 4
Continuous Distribution	Chapter 5
Sampling Distribution	Chapter 6
Confidence Interval	Chapter 7
Hypothesis Testing	Chapters 8 & 9
Analysis of Variance	Chapter 10
Regression Analysis	Chapters 11 & 12

Resources **Course website (**ba240site.spaces.live.com **)**
Sign-in ID: ba240site@live.com Password: Fall2010

Website set up by Winnie Li (ba240.spaces.live.com **)**
Sign-in ID: ba240student@live.com Password: 2010Fall

Course documents (e.g. lecture PowerPoints) will be posted regularly

Tutors are available should you experience difficulty with the work for this class – schedule will be announced in class when available and posted on the class website

This course requires that you demonstrate and develop your writing and research skills. You may want to consult the Reading/Writing Lab or the Library Media Center while preparing your final project

How to succeed in this course

- **Read** lecture notes, **Review** the textbook, **Watch** the tutorial lectures on Winnie Li's website
- Use **Discussion** as much as possible to get any questions you have answered
- Make good use of the class resources
- Consider the HW assignments a **MINUMUM** and practice more on your own (especially the Chapter Review problems)
- Turn HW in **on time**
- Study in groups and start projects **early**
- Come for help **as soon as** you feel you have a problem – do not wait, hoping things will get better. The work in this class is cumulative. If you do not understand material at the beginning, it needs to be addressed promptly.

Course Requirements

This is a **FAST-PACED** class. It is **VERY HARD** to catch up if you fall behind. See the "Recommended Study Schedule" on the website (posted in the Syllabus & Course Documents Folder) for details

This class involves a **significant amount of work**. You can expect to spend a **minimum of 15 hours per week** on the assigned work.

Special Accommodations

Students requiring any special accommodations for the class should make arrangements at the beginning of the term through advisors/counselors in B233, Student Services Building or by calling 641-2498.

Policy Regarding Plagiarism, Stealing and Cheating

Cheating includes, but is not limited to:
Turning in assignments or papers or tests/quizzes that have been used in other classes, including a previous enrollment in this class by you or another person.
Copying answers on any written or practical exam/quiz
Glancing at nearby exams.
Two different people working together on the same assignment and submitting the same work from each person as individual work
Giving and/or receiving help during an exam/quiz
Disk copying, purchasing/selling answers to any portion of the course
Lack of reference for the source of cited information
Copying information for written work and representing it as your writing

Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission.
Plagiarism is presenting the words, ideas, and/or work of others as if it is an individual's own work. It includes, but is not limited to, using the work of others as one's own and including parts of published works without giving credit where credit is due.

If you choose to cheat, steal or plagiarize, one or more of the following actions will be taken:
- You will receive a zero for the assignment.
- You may receive a failing grade for the course.
- A report of the incident will be forwarded to the Program Chair and the Dean of Student Services. He/she may file the report in your permanent record and/or take further disciplinary action.

If you feel you have been unfairly accused of any of the above, you may appeal. For a description of due process, see WAC 132H-120, available in the Dean's office.

Lecture Notes and Video Lectures

PowerPoints from lecture will be posted on the class website (See above for web address). Other useful documents/information will also be posted on the site, so it is recommended that you check the site regularly. Announcements will also be made in class to remind students to check the website for needed materials.

Winnie Li has prepared a very useful site that is available to students in this class as well. The EXCEL video tutorials are especially helpful when working on the final project. Winnie Li has also prepared an excellent set of video lectures, which are highly recommended as review material for the class.

The HW assignments for each chapter are listed on the last slide of each lecture. Solutions for the HW will be posted during the week following the HW due date. Once solutions have been posted, no more than half credit may be awarded for any assignments that are turned in late (no credit will be awarded for HW turned in more than 2 weeks late).

Grading

Grading Component	
Attendance:	Must be in class for credit from in-class work
Assignments:	100 points
Quizzes:	200 points
Project:	200 points
Exams:	300 points
Final:	200 points
Total	1000 points

Assignments (Total Points = 100)

There are 10 homework assignments: each assignment contains approximately 5 questions (usually problems from the textbook). Before you start the homework, make sure you read the lecture notes (to get a general outline), read the textbook (for details and more explanations), and watch the video lecture (for chapter review/main points) if you need to review material covered in class. You may find the assigned homework problems on the last slide of the lecture notes.

Homework submissions may be hand written. Please ensure that your homework is legible. If I cannot easily find your solution to a problem, I will not award credit for that problem. Please show all your work.

Any work received after the due date is considered late. Late work will be penalized at the rate of 2 points per day late, including weekends, for a maximum of **FIVE** (5) days or until HW solutions are posted. Once HW solutions are posted, you will have lost half the points for the assignment if you submit late HW.

If an assignment asks you to include a **SKETCH** or a **DIAGRAM** as part of your answer, **PLEASE DO SO**. Failure to include required diagrams will result in an automatic **loss of 50% of the credit** for that problem. Diagrams need not be elaborate—a clearly labeled sketch is adequate.

Quizzes (Total Points = 200)

Quizzes, also known as Assessments, must be taken at scheduled times, unless arranged IN ADVANCE with the instructor — No make-up quizzes are allowed. Each quiz is worth 10-20 points. Quizzes will generally be taken in class, although some may be given as take-home assignments.

Project (Total Points = 200)

The Class Project has THREE parts:

1) Gather in groups (each group limits to FOUR team members). Select a data set that satisfies the requirements. Split up work evenly and complete the Team Project Contract.

2) Each team member chooses ONE variable (NO two team members may obtain the SAME variable). Do a basic descriptive statistics analysis on your chosen variable using EXCEL, and complete a report (in WORD) **individually**. Late work will be penalized at the rate of 15 points per day late, including weekends, for a maximum of **THREE** days. After the third late day, no late work will be accepted.

3) Work in teams, complete a multiple regression analysis using EXCEL, and complete ONE **group** report (in WORD). No late team reports will be accepted.

Note: You DO NOT have to meet in person in order to complete this team project (although one or more meetings in person can be helpful). Please use TELECOMMUNICATION resources as much as possible

(phone, email, etc.). Teamwork is very important in real life, and this project requires a great deal of cooperation between team members!

Exams (Total Points = 300)

There will be TWO IN-CLASS EXAMS given during (approximately) the 4th and 8th weeks of class. Exam 1 covers Ch 1 through Ch 4, and Exam 2 covers Ch 5 through Ch 8. Exams are closed book, closed notes.

YOU ARE ALLOWED TWO Standard Letter Size (8.5" x 11") CHEAT SHEETS (4 pages).

No make-up exams are allowed; however, alternative exams may be arranged **ahead of time with the instructor** if absolutely necessary. Alternative exams will generally be given PRIOR to the scheduled exams.

Final (Total Points = 200)

The Final Exam will be given during finals week. Some notes will be allowed during the final – details of what are allowed materials will be provided prior to the exam.

The Final Exam is **cumulative**, but will primarily cover the material after Exam 2.

GRADING SCALE		
925 – 1000	A	4.0
900 – 924	A-	3.7
875 – 899	B+	3.3
825 – 874	B	3.0
800 – 824	B-	2.7
775 – 799	C+	2.3
725 – 774	C	2.0
700 – 724	C-	1.7
675 – 699	D+	1.3
600 – 674	D	1.0
Below 600	F	0

Note: A passing grade will not be given unless all requirements of the course are completed.

The Meaning of Grades Earned in This Class:

"A" GRADES INDICATE "OUTSTANDING" ACHIEVEMENT
The A student:
Demonstrates consistent mastery of leading outcomes for the course; demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills; completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways; demonstrates consistent leadership in class participation activities.

"B" GRADES INDICATE "HIGH" ACHIEVEMENT
The B student:
Demonstrates a high level of competence in learning outcomes for the course; demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills; completes work assignments that consistently meet most requirements; demonstrates regularly to class participation activities.

"C" GRADES INDICATE "SATISFACTORY" ACHIEVEMENT
The C student:
Demonstrates a satisfactory level of competence in learning outcomes for the course; demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course; completes work assignments that satisfy minimum requirements for the course; satisfies minimum requirements for class participation activities.

"D" GRADES INDICATE "POOR" ACHIEVEMENT
The D student:
Demonstrates minimum competence in some learning outcomes for the course; completes work assignments that usually meet minimum requirements for the course; contributes inconsistently or infrequently to class participation activities.

"F" GRADES INDICATE "UNSATISFACTORY" ACHIEVEMENT
The F student:
Typically doesn't do much work, rarely shows up, and doesn't drop the course by the deadline; cannot demonstrate competence in many or fundamental learning outcomes; does not complete the assigned work or submits work that does not meet minimum requirements; does not satisfy minimum requirements for attendance or contribution to class activities.