

Winter 2011 Course Syllabus

General Information	Section: 5518 OAS Time: Self-Arranged
Contact and Office Hours	Telephone: 425-564-2825 Email: Please use Mail under Course Tools Mailbox: D110 Office Location: C207 I (Letter "I") Office Hours: M/W 1:30pm-3:30pm or by appointment
Required Texts and Materials	Statistics Tenth Edition, by McClave and Sincich, Prentice Hall 2006 Assistance on Excel: Excel for Statistics by Leslie Lum (available on website) Assistance on Calculator: BasicStat.html (available on website)
Other Requirement	Calculator that can calculate standard deviations (e.g. TI-83) and media to save files from lab (e.g. USB Flash Drive).
Prerequisite	<ul style="list-style-type: none"> • MATH 138 (prev MATH 156) • MATH 142 (prev MATH 120) • Intermediate computer skills and prior experience with Word, Excel and PowerPoint is 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: Chapter 8 (One Sample) and 9 (Two Samples) Regression Analysis: Chapter 11(Simple) and 12 (Multiple) Analysis of Variance: Chapter 10 (Depends on Time Availability)
Resources	<p>Check Course Website Frequently! Course Documents (including Syllabus, Updated Schedule, Lecture Notes, Homework and Quizzes Solutions, Practice Exams and Project Information) will be posted regularly.</p> <p>Tutors are available, schedules will be announced shortly (usually during the 2nd or 3rd week). Please check Getting Started Folder for update.</p> <p>This course requires that you demonstrate and develop your writing and research skills. We recommend that you consult the Reading/Writing lab http://www.bellevuecollege.edu/writinglab/ with the drafts of your assignments and that you make use of the Library Media Center http://www.bellevuecollege.edu/lmc/ in doing research.</p> <p>If you intend to and have not already done so, declare your business major.</p>

Make sure you have consulted with an advisor and laid out your courses. We recommend that you subscribe to the Business listserv to get notices of events and application deadlines: send a message to: lyris@list.bellevuecollege.edu. In the body of your message write **SUBSCRIBE bccbusiness**.

Division Policies and Procedures: <http://bellevuecollege.edu/socsci/policies.asp>

How to succeed in this course

- **Read** lecture notes, **Review** the textbook, **Watch** the video lectures.
- **Study in groups** and **start early** on homework assignments and projects.
- Use **Discussion** as much as possible for your questions, this way, you may get answers faster from your classmates or the instructor.
- Make good use of the resources (solution manual, available documents and resources in course website).
- Homework assigned is a **minimum** and must be turned in **ON TIME**. You need to do much more (especially chapter review problems) on your own in order to succeed.

Course Requirements

***** **IMPORTANT NOTE** *****

This is a TIGHTLY-SCHEDULED and FAST-PACED course, the materials are built on top of each other and get harder and harder and we have no time to take a break or revisit material – it is VERY HARD to catch up if you slack off. For the first 1/3 of the course, we will cover TWO to THREE chapters per week. Then slow down to ONE chapter a week as the materials get much complicated after Chapter 7. The last couple weeks will be busy with Team Project. Please see “Recommended Study Schedule” (posted under Getting Started Folder) for details.

An online class does not reduce any course requirements. Instead, it only offers you the flexibility of creating your own learning schedule. Make sure you manage your time well!!

There is a significant amount of work in this class. You can expect to spend a minimum of 15 hours per week to study and to complete the assigned work. Make sure that you can spend at least that much time this quarter. If you are overloaded with other courses or work, this may NOT be the right time for you to take this class. DO NOT OVERLOAD!!

You are expected read the course documents, textbook, books 24x7, tutors and Web resources, and use the discussion and chat tool to seek assistance from classmates and the instructor. DO NOT post files that are assigned as homework to the discussion area unless specifically directed to do so.

Attendance:	50 hours minimum
Assignments:	100 points
Discussions:	110 points
Quizzes:	90 points
Project:	200 points
Exams:	300 points
Final:	200 points
Total	1000 points

Attendance (50 hours minimum)

This class requires 50 hours minimum attendance on Vista Blackboard. This includes but is not limited to reading the course documents, spending on discussions, email, chat and whiteboard.

FYI, the average time spent on Vista Blackboard for those who passed the course is 75 hours.

Assignments (Total Points = 100)

There are 10 homework assignments; each assignment contains 5 textbook questions (except homework 2). **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).** You may find the assigned reading assignments and homework problems at the LAST couple slides (the one before the “END”😊) of each chapter lecture notes.

Note 1: Since our textbook has some print errors, **make sure you treat lecture notes and video lecture as the “model” if there is any “conflict” between the textbook and the lecture notes.**

Note 2: For lecture purpose, the slides in video lecture are generally MORE than the slides posted under lecture notes folder. **Make sure you have the lecture notes ready when watching the video lecture, AND be sure to take MORE NOTES!!**

You may either hand write or type your homework assignments on Word. If you choose to handwrite, scan your work or take a picture (please make sure you can view it CLEARLY) after you complete it by hand. Then insert all your images to a **single** Word Document or PDF, so that you will only need to submit ONE file. Submit your work as attachments through Assignments under the Course Tools. **Only the following file formats will be accepted: .doc/.docx and .pdf**

You may take back your submission for correction and submit it again. However, you are only allowed to do this **BEFORE the DUE DATE**. 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 THREE (3) days. After the third late day, no late work will be accepted.**

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 do not need to be elaborate—a program like paint will produce perfectly “adequate” graphics for these HW assignments. Hand drawing also works.**

Note: It is very helpful to have the Student Solution Manual on hand. (try to do the problems on your own first) – but realize that there are a number of print errors in the solution manual, so if your answer does not agree with the answer

in the manual, do not just assume that your answer is the incorrect one.

Discussion (Total Points = 110)

For each assignment, there will be a follow-up discussion: pick ONE question from the homework assignment (the one you are mostly interested in), write a short paragraph to explain 1) why you are interested in it 2) how did you approach this question, solve it, and overcome any difficulties you had 3) what have you learned from this question and any comments. (Alternatively, you may also choose the other option, create your own problem! ☺) You are also required to interact with your classmates in discussion – reply to at least three others' posts. **Don't hold until the last minute, post as early as you could! This is an effective way for reviewing the homework and preparing the quiz.** In addition, you will have the very first discussion (Discussion 0) as student introduction. **No late discussion posts will be accepted.**

Quizzes (Total Points = 90)

Quizzes, also known as Assessments, must be taken at scheduled times — **No make-up quizzes are allowed.** There are EIGHT quizzes, and each quiz worth 10-20 points. Normally, you need to download the quiz file (from Quiz Folder) and complete it by hand. Then, go back to the Assessment Tool to fill in your answers and get graded. **The quizzes are essential for preparing the Exams.** In addition, you will have a Quiz 0 and a Quiz Practice. **You should complete Quiz 0 and Quiz Practice AFTER you read all materials under Getting Started folder, but BEFORE you take any other quizzes.**

Note 1: Make sure you TIME yourself when completing the Quiz File (FYI, you should be able to complete any quiz within 30 minutes).

Note 2: All quizzes are graded by the Vista system automatically – which is quite picky and sensitive. So when you enter your answers, **make sure you follow the instructions on the quiz file and the notes under the specific assessment, including the PRECISION and the FORMAT of your answers. In addition, please read the notes/tips posted under the Quiz Discussion.**

Project (Total Points = 200)

Project have THREE parts:

- 1) Gather in groups (each group may contain up to FOUR team members). Select a data set that satisfies the requirements. Split up work evenly and complete the Team Project Contract. See **Sample Team Contract** for more information (posted under **Help Folder**).
- 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 individually. See **Sample Individual Report** for more information (posted under **Help Folder**). **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. **No late team report will be accepted.**

Note: You DO NOT have to meet in person in order to complete this team project. Please use TELECOMMUNICATION resources as much as possible, such as online chat, phone, email, etc. Teamwork is very important in real life!

Exams (Total Points = 300)

There will be two **PROCTORED EXAMS** given at BC main campus, at approximately the 4th and 8th week. Exam 1 covers Ch 1 through Ch 4, and Exam 2 covers Ch 5 through Ch 8. Exams are closed book, closed notes. **ONLY TWO Standard Letter Size (8.5" x 11") cheat sheets will be allowed (4 pages).** TWO different time slots will be offered for each proctor exam, on Friday evening and Saturday morning usually (detailed exam schedule will be posted during the first week), please check the Calendar under Course Tools for details. **Make sure you SIGN-UP with ONE slot at least 72 hours prior to the exam (Sign-up sheet link will be available at Getting Started folder. No make-up exams are allowed,** however, alternative exam may be scheduled **ahead of time with at least 72 hours prior to the actual exam schedule.**

Final (Total Points = 200)

Final exam will be the common assessment of the program; it will be **proctored** at BC main campus. Exam instruction will be announced one week prior to the exam. TWO different time slots will be offered, on Friday evening and Saturday morning usually (detailed exam schedule will be posted during the first week), please check the Calendar under Course Tools for details. Make sure you SIGN-UP with ONE slot at least 72 hours before the exam (Sign-up sheet will be available at Getting Started folder. **No make-up exams are allowed,** however, alternative exams may be scheduled **ahead of time with at least 72 hours prior to the actual exam schedule.**

Final exam is cumulative, but 85%+ covers the materials after Exam 2.

Note: if you are located outside of the local area (>50 miles away from BC) OR have extraordinary situations, you may fill out the "Off Campus Proctor Exam Request Form" (posted under **Getting Started** folder), and fax the form to 425-564-3108 Attn: Winnie Li. Please note the last day to submit the form on **Calendar**. Once your request is approved, you may take the exams and final at your local area with an **eligible testing center**.

Grading

925 – 1000	A	4
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
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Note 1: A passing grade will not be given unless all requirements of the course are completed.

Note 2: In order to be fair to everyone, NO GRADE NEGOTIATION!!

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.

Special Accommodations

Student requiring any special accommodations for the class should make arrangements at the beginning of the term through the DRC at B132. See details at <http://bellevuecollege.edu/drc/>

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 file 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
- Misrepresenting file creation dates in any way
- 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 other's papers 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.