



## BA240 – STATISTICAL ANALYSIS WINTER 2020 COURSE SYLLABUS

<b>Instructor:</b>	Melanie Farrar
<b>Class Time and Location:</b>	Mondays and Wednesdays, 12:30pm-2:40pm, Room C165
<b>E-mail:</b>	Email through Canvas.
<b>Office Location:</b>	C207
<b>Office Hours:</b>	Mondays, 11:30 am – 12:00 pm

### COURSE INFORMATION

Examines techniques used in decision-making and research. Topics include descriptive and inferential statistics, probability, central tendency, variability, normal and t-distributions, hypothesis testing, and regression. Materials have applications in business, health care, and more.

### BOOKS AND MATERIALS REQUIRED

Textbook:	<b><u>Statistics</u></b> , Twelfth Edition, by McClave and Sincich, Prentice Hall 2013
Software:	Excel 2007 or later
Other:	TI-83 Calculator (minimum requirement) and USB Flash Drive

### COURSE OUTCOMES

After completing this class, students should be able to:

- Identify the relationships between data analytics and the business decision-making process
- Analyze and evaluate research methodologies
- Identify the most common data analytics methods and discuss how each method applies best to specific analytics questions
- Evaluate business problems and determine suitable analytical methods
- Identify the most common technological tools used in data analytics
- Use technological tools such as Excel to manage data sets in various sizes and formats
- Interpret research study results and clearly state the conclusions in reports and presentations with attention to details

## TOPICS COVERED

Chapter 1:	Introduction
Chapter 2:	Descriptive Statistics
Chapter 3:	Probability
Chapter 4:	Discrete Distribution
Chapter 5:	Continuous Distribution
Chapter 6:	Sampling Distribution
Chapter 7:	Confidence Interval
Chapter 8/9:	Hypothesis Testing (One Sample / Two Samples)
Chapter 10:	Analysis of Variance
Chapter 11/12:	Regression Analysis (Simple / Multiple)

## HOW OUTCOMES WILL BE MET

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### ATTENDANCE AND PARTICIPATION

Full attendance and active participation are critical to success in this class. Students who do not attend, arrive late and/or leave early will lose attendance and participation points.

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### HOMEWORK

**Drills** to practice skills will be completed in Canvas each chapter. Drills are quizzes that can be repeated to earn 100%, as long as original due date is met. *Drills will NOT be accepted late as they are exercises to get you prepared for the next topic.*

Several **business statistical problems** pertaining to the current in-class discussion and lecture will be assigned each chapter. Students will submit online. *Assignments will be accepted one day late for half credit.*

Each online homework is due **11:59 pm of the due day.** Extraordinary circumstances will be considered on a case-by-case basis.

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### QUIZZES

After finishing each chapter, there will be an online or in-class quiz. Quizzes will be completed in 20 – 30 minutes. Each online quiz is due **11:59pm of the due day.** *Missed quizzes may not be made up.*

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## PROJECT

The Project includes two submissions utilizing Data Analysis in Excel. Specific instructions will be given in class and in Canvas. *No late project assignments will be accepted.*

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## MIDTERM EXAMS AND FINAL EXAM

There are a total of three exams given in class at approximately the 4<sup>th</sup>, 7<sup>th</sup>, and 11<sup>th</sup> week. The first two exams are midterms and the last one is the final. [Exam 1 covers Ch 1 through Ch 4](#), [Exam 2 covers Ch 5 through Ch 7](#), and the [Final is cumulative \(but predominantly covers the materials after Exam 2\)](#). Exams are closed book, closed notes. However students are allowed to prepare a note sheet for each exam. Detailed exam information and instructions will be given approximately one week before the exam dates.

## GRADING

Your final grade for the course will be calculated based on all the points earned and then converted to a letter grading scale (A, B, C, etc.). Instructor reserves the right to determine the final grading scale after all of the points have been earned.

Attendance	5%
Drills	10%
Problem Solving	15%
Project	10%
Quizzes	10%
Exams	50%
Total	100%

The final course grading scale is approximately as shown below:

93 – 100%	A	4.0
90 – < 93	A-	3.7
87 – < 90	B+	3.3
83 – < 87	B	3.0
80 – < 83	B-	2.7
77 – < 80	C+	2.3
73 – < 77	C	2.0
70 – < 73	C-	1.7
67 – < 70	D+	1.3
60 – < 67	D	1.0
Below 60	F	0

Note that the grading activities vary in character and provide students with multiple opportunities and approaches for evaluation. If you have a question about your grade, you must contact instructor *via* Canvas within 72 hours after the grade is posted, and we will arrange to meet in person to discuss your concern.

**A passing grade will not be given unless ALL REQUIREMENTS of the course are completed.**

## EMERGENCIES

There are exceptions with regard to due dates and other class work for documented emergencies which include death in the family, physical or mental incapacitation, or other extraordinary circumstances. I will accept official documentation on dated and signed hard copy letterhead, provided it includes legible contact information, identification of the period of emergency, identification of you as the person affected by the emergency, and is verifiable.

## COMMUNICATION

Please visit me during my office hours or make an appointment to see me in my office located in the Business Administration Transfer Office. The Business Transfer Program faculty are required to use Canvas rather than email for written communication. If you send me a message through Canvas, please include a description in the subject line such as "Quiz," "Project," etc. If you do not receive a reply from me within 48 hours, it may mean I did not receive your message. If so, please re-send me the message.

Students are responsible for: (a) checking Canvas daily, including the Home Page, Messages, Announcements, Modules, and Grades, and (b) providing timely updates in the event of their absence from class including the stated and verifiable reasons for such absence.

## CLASSROOM LEARNING ENVIRONMENT

### INSTRUCTOR'S EXPECTATIONS

In order to succeed, students should:

- Study at least 10 hours per week outside of class (reading, homework, project)
- Read the textbook, preview the slides before class, and review them after class
- Attend each class and actively participate
- Turn off cell/smart phones during class
- Complete assignments as scheduled
- Practice textbook/course assignments in addition to those assigned, particularly in preparation for exams
- Cooperate and collaborate with other students
- Make use of tutors as well as additional resources (solution manual, documents, and resources on the Canvas course site)

## CLASSROOM BEHAVIOR

Please be on time to class, both for the sake of your own learning and also as not to distract your classmates. If you must arrive late or leave while class is in session, please take a seat near the door and try to avoid disrupting the class while entering and/or exiting.

I endeavor to foster a classroom environment in which we feel free to express opinions and ask questions. Inappropriate/disruptive classroom behavior violates the Student Code of Conduct. Examples of unacceptable behavior include: talking out of turn, arriving late or leaving early without a valid reason, using cell phones/pagers during class, and demonstrating inappropriate behavior towards the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible disciplinary action.

## POLICY ON USE OF ELECTRONIC DEVICES

Except as expressly allowed under a Letter of Accommodations, you are not permitted to use laptops, cell phones, pagers or similar devices during class. Please turn all such devices off or set to silent while in class. Students who use prohibited electronic devices during class will lose Attendance and Participation points. You may not photograph or record lectures or discussions. See below for information regarding the Disability Resource Center.

## STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#).

## DECLARE YOUR BUSINESS MAJOR

If you intend to and have not already done so, declare your business major. Make sure you have consulted with an advisor and laid out your courses. See the [Business Transfer Website](#).

## ABOUT THE SYLLABUS

BA 240 covers a broad range of subjects and the course schedule is ambitious. The syllabus represents the proposed plan for this term. We may need to be flexible with the schedule particularly with respect to the sequence of topics and time allotted for each.

## OTHER INFORMATION

### AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Affirmation of Inclusion (<https://www.bellevuecollege.edu/inclusion/>)

### REASONS OF FAITH AND CONSCIENCE

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950. (<https://www.bellevuecollege.edu/policies/id2950/>)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

### ANNUAL NOTICE NON-DISCRIMINATION

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with which the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reports of gender and sex-based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee.

Equal Opportunity (<http://www.bellevuecollege.edu/equal/>)

## DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

## ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

## PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

**If a major emergency occurs, please follow these three rules:**

- 1) Take directions from those in charge of the response** -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

## SOCIAL SCIENCES DIVISION PROCEDURES AND GUIDELINES

### *Incomplete*

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

### *F Grade*

Students who fail a course will receive a letter grade of "F."

### *Distribution of Grades*

Grades will not be posted in the Social Science Division or in faculty offices, and office personnel will not give out grades. Students should access their grades through the BC Web site.

### *Final Examination Schedule*

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. The final examination for this course will be on **Friday, March 20, 11:30 am – 1:20 pm**. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

### *Withdrawal From Class*

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

### *Students Who Require Disability Accommodations:*

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.