

COURSE SYLLABUS

Course Description

Most decisions in the business world are based both on what is learned in theory and on consideration of real-world observations and experience (i.e. data). Decision-makers at every level of business increasingly are required to perform their own empirical analysis as personal computers become more advanced, data collection becomes more prevalent, and business decisions become more complex. Thus, a firm grasp of statistical concepts will be crucial to your career. This is why the American Association of Collegiate Schools of Business (which accredits schools like Terry College) requires that every BBA must have a course in basic statistics.

This course introduces you to elementary statistical procedures and reasoning. Whether you will be crunching numbers or interpreting data, when you successfully complete this course you will have the statistical foundations needed to employ basic methods of sound empirical analysis.

Materials

- ❑ MSIT 3000: Statistical Analysis For Business by Paul Holmes **[Required]**
Kendall Hunt Publishing Company, ISBN: 978-0-7575-3886-5
- ❑ *Adventure Learning Systems: Business Statistics*, software by Hawkes Systems
[Required, included in textbook]
- ❑ Access to WebCT and course website **[Required]**

Important: Do not buy used versions of the text, since the software very likely will be used already (or not included) and so will then need to be purchased separately.

Note that you will need to bring the textbook to EVERY class.

Course Grade

Your grade will be determined as follows:

Homework (Hawkes Systems) and class participation	20%
Midterm Exams (3 exams, 17% each)	51%
Final Exam (cumulative)	29%

- You must pass at least one exam to pass this class.
- If you score 80% or higher on the final exam, this grade may be substituted for one of the midterm grades.

Contacting Your Professor and Teaching Assistants:

Office Hours:	Tuesday 10:30am to 12:15pm; Thursday 11:30am to 12:15pm
Office Location:	Brooks Hall Rm. G14
Phone Number:	542 3294 (although I am much easier to reach by email)
Email Address:	msit3000@gmail.com
Course Website:	http://www.terry.uga.edu/~pholmes
Teaching Assistants:	Details will be announced via WebCT bulletin board

Further Course Information

Not open to students with credit in MSIT 3000H or STAT 3000
Prerequisite: (ACCT 2101 and MIST 2090) or CSCI 1100-1100L

Honor Code

All academic work must meet the standards contained in “A Culture of Honesty.” Each student is responsible to inform themselves about those standards before performing any academic work. The honor code is taken seriously in this course. If you have a question concerning what is appropriate, ask your professor. In general, you are expected to behave such that your academic integrity is beyond question.

Your Responsibilities

In general, you are responsible for devoting the time and effort necessary to master the material covered in this course. A rule of thumb is that two hours spent outside of class are needed for every hour spent in class. Depending on your background and aptitude, you may need more study time. You should attend class regularly and arrive at class prepared. This means that you should skim the relevant material before class and read the material thoroughly after class. After each section, be sure to work the textbook problems in preparation for upcoming exams. Be aware that exams may cover material from class, as well as from the textbook and homework.

You are responsible for all announcements and assignments made in class and/or on WebCT. This includes exam dates or homework deadline changes, etc. In general, I will not respond to emails containing questions about information that may be found in the syllabus, on the website or on WebCT. Except in emergencies, student phone calls will not be returned.

You are responsible for turning off your cell phone before entering the classroom.

Attendance

Attendance in the class is necessary to perform well. Previously in this course, attendance has been enforced with unannounced class quizzes – a policy that I have decided not to use this semester. Students making a decision not to attend class due to this should be prepared to perform poorly on the exams and homework.

Getting Extra Help

As the material in this course builds on itself over the semester, it is important that you not fall behind. The teaching assistants for MSIT 3000 keep regular office hours along with your professor. You may also wish to try the UGA Tutorial Program located in Milledge Hall. Tutors are free of charge and require only that you reserve their time in advance. For information call 542-7575.

I will post a list of students who have taken MSIT 3000 recently who have stated that they are interested in tutoring. This list will be posted on the WebCT bulletin board. You will need to arrange a tutoring fee with the student.

WebCT

WebCT is an integral part of this class. I will make announcements on WebCT and you will download handouts and other material from WebCT. Please do not fall behind in the course because you cannot access WebCT. To access this class’s WebCT account, go to <https://webct.uga.edu>. Enter your UGA MyID and password. Click on “MSIT 3000”.

Exams

Please note well the midterm dates and times listed below:

Midterm I: Wednesday, February 6th, 2007, 7-9 p.m.

Midterm II: Wednesday, March 5th, 2007, 7-9 p.m.

Midterm III: Wednesday, April 16th, 2007, 7-9 p.m.

Final: Thursday, May 1st, 2007, 7-10 p.m.

The three midterms are currently scheduled for Sanford Hall Room 213. The location of the Final Exam will be announced in class and on WebCT closer to the date. Be aware that exams may cover material from class, as well as from the textbook and homework. All exams begin promptly. Please be considerate of your classmates by arriving on time. If you arrive after at least one student has finished the exam and left the room, you will NOT be allowed to sit for the exam, and will receive a "0". Turn off cell phones before entering the exam room. If your cell phone rings during the exam, you may receive a "0" on the exam.

For each exam you will need to bring your student ID, a pencil and a non-programmable calculator. **Note that cell phone calculators are not allowed!**

If you have another class scheduled during our exam times, *you must bring documentation of this to my office no later than 2 weeks prior to the exam*. Upon verification of your academic conflict, you will be rescheduled to take the exam during a makeup period earlier on the day of the scheduled exam.

No make up exams will be offered for midterm exams. If you miss a midterm due to an extreme and well-documented emergency (e.g. death in the family, appendicitis), upon reviewing the documentation your professor may add the weight from the missed midterm to your final exam. You should also phone/e-mail your professor prior to 3pm on the day of the exam with your reason for missing the test.

If you have a disability that enables you to receive extra time on the exam, or to take it at an alternative location such as with disability services or the LDC, documentation of this should be provided no later than 2 weeks prior to when you wish this documentation to be returned to you. During drop/add, it is up to you to ensure that your schedule affords sufficient time to take the exam on these dates, since no exams will be offered on days other than those scheduled. If a time window does not exist, you will need to take the course in a future semester.

If you would like to appeal your grade on an exam, this appeal must be made in writing within one week of the posting of the grade.

Dropping This Class

As per the departmental policy covering all MSIT 3000 and MSIT 3000H courses, if you drop the course while you have an F average, you will receive a WF – no exceptions. Your homework grade will also factor into this average.

Homework

Your homework problems are part of Hawkes Systems' *Business Statistics* software. You are responsible for obtaining an access code for the software (from the textbook) and working the relevant lessons for your homework grade. The program includes tutorials along with corresponding practice problems and certification problems for several of our lessons. *Your*

homework grade is based solely on your certifying in the required Hawkes Systems lessons (**and registering these certifications**) by their due dates. There is no limit to the number of attempts that you may make to certify in any lesson. In Appendix B of the textbook, and under the “Hawkes Learning Systems Instructions” link on the course website, you will find details on how to obtain an access code, access (and install) the software, and register your certifications.

IMPORTANT: You will receive full credit for certifying in a lesson only if your certification code is uploaded to the Hawkes Systems website by the date that it is due. If you experience any technical problems with your homework, you should call Hawkes Systems at 1-800-426-9538 or email them at: support@hawkeslearning.com.

You are strongly encouraged to work the Hawkes Learning Systems tutorial and practice problems, then certify in the relevant lesson(s), *as the material is covered in class*. Deadlines for certification in the required lessons are listed below. If you wait until the deadline to complete the assignments, you do so at your own risk. Last minute computer failures, illnesses, etc. will not excuse you from meeting the certification deadlines. You will lose 5% of its total credit for each day that a certification registration is late, however nothing will be accepted after the last due date (Thursday April 24th).

Deadlines for Registering Homework Certifications:

Hawkes Lessons	Due Date	Textbook References
2.2 / 3.1 / 3.2 / 3.4	Tue Jan 22 nd	Chapter 1
4.1 / 5.1 / 5.2	Tue Jan 29 th	Chapter 2, Chapter 3.1 - 3.4
6.1 / 6.2 / 6.3 / 6.4	Tue Feb 5 th	Chapter 3.5 – 3.6
7.3 / 8.2	Tue Feb 19 th	Chapter 4, Chapter 5.1 - 5.2
6.5 / 8.3 / 7.2 / 8.1	Tue Feb 26 th	Chapter 5.3 – 5.4
9.4 / 9.5 / 9.3 / 9.2 / 9.1	Tue Mar 4 th	Chapter 6
11.2 / 11.3	Thur Apr 3 rd	Chapter 7.1- 7.6
11.5	Thur Apr 10 th	Chapter 7.7
9.9 / 9.10 / 4.2*	Thur Apr 24 th	Chapter 9, Chapter 3.2 – 3.4

*Extra credit lesson

Note also that there is one extra-credit module (Lesson 4.2). This must be submitted by Thursday April 24th to get credit, but you should be able to do it with the modules due January 29th.

The Hawkes Systems software is not a substitute for either class attendance/participation or for reading the textbook. It is a supplement that prepares you well for computational problems; practicing textbook problems and studying the textbook and class notes prepares you for conceptual questions.

Anticipated Class Schedule

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Week/Dates	Topics Covered
1 – Jan 8 th & 10 th	Sample v Population; Types Of Data; Graphical descriptions of data; Measures of central tendency and variability.
2 – Jan 15 th & 17 th	Interpreting standard deviations; Measures of relative standing; Z-Scores; Basic probability; Unions; Intersections.
3 – Jan 22 nd & 24 th	Conditional probability; Independence; Counting rules; Random variables; Probability distributions for discrete random variables.
4 – Jan 29 th & 31 st	Binomial Distribution; Continuous Random Variables; Normal Distribution.
5 – Tue Feb 5 th Wed Feb 6 th Thur Feb 7 th	More on the Normal Distribution. MIDTERM I Sampling Distribution of the sample mean.
6 – Feb 12 th & 14 th	Central Limit Theorem; Large sample confidence intervals for a population mean.
7 – Feb 19 th & 21 st	Small sample confidence intervals for a population mean; Confidence intervals for a population proportion.
8 – Feb 26 th & 28 th	Introduction to hypothesis testing; Large and small sample hypothesis tests of a population mean; p-value approach to hypothesis testing.
9 – Tue Mar 4 th Wed Mar 5 th Thur Mar 6 th	Large sample hypothesis tests of a population proportion. MIDTERM II NO CLASS DATE I
10 – Tue Mar 18 th Thur Mar 20 th	NO CLASS DATE II Correlation and Covariance
11 – Mar 25 th & 27 th	Simple linear regression; Calculating slope and intercept; assumptions; standard error of the regression.
12 – Apr 1 st & 3 rd	Confidence Intervals for slope parameter; usefulness of model; R^2
13 – Apr 8 th & 10 th	Multiple regression analysis; indicator variables; regression pitfalls
14 – Tue Apr 15 th Wed Apr 16 th Thur Apr 17 th	More on multiple regression; MIDTERM III χ^2 tests of goodness-of-fit and independence
15 – Tue Apr 22 nd Thur Apr 24 th	NO CLASS DATE III Review for Final Exam
THURSDAY MAY 1 st 7pm – 10pm	FINAL EXAM – CUMULATIVE

** Note that class has been cancelled on “No Class Dates” I, II and III to make up for the extra class periods taken by the Midterms. They have been scheduled to coincide with University holidays where possible.*