

## 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. A firm grasp of statistical concepts will be crucial to your career. The American Association of Collegiate Schools of Business (which accredits schools like Terry College) requires that every BBA graduate have a course in basic statistics.

This course introduces you to elementary statistical procedures and reasoning. Even if your future job does not require you to crunch numbers, effective decision-making will require that you correctly interpret data and statistical output. When you successfully complete this course you will have the statistical foundations needed to employ basic methods of sound empirical analysis.

### **Materials**

- Textbook: Any business statistics book, any edition. Borrow your roommate's or check out [www.half.com](http://www.half.com). Do not spend more than \$15! A textbook is required. **REQUIRED**
- *Business Statistics* homework software by Hawkes Learning Systems: **REQUIRED**. Download the software and purchase an access code from their site: [www.hawkeslearning.com](http://www.hawkeslearning.com). Cost is about \$37. See complete instructions under *Homework*.
- *Access to WebCT*. **REQUIRED**

### **Course Grade**

- Your grade will be determined as follows:
 

Homework (Quant Systems) and Quizzes	20%
Three Midterm Exams	45%
Cumulative Final Exam	35%
- Typical grade distribution:

LETTER GRADE	A	A-	B+	B	B-	C+	C	C-	D	F
NUMERIC GRADE	>95	90-94	87-89	83-86	80-82	77-79	73-76	70-72	60-69	<60
FALL 2008 GRADES of 224	24	29	23	37	29	16	24	11	13	9
	10.7%	12.9%	10.3%	16.5%	12.9%	7%	10.7%	4.9%	5.8%	4%

- I **do not round** your final course average. You must reach the cutoff point to receive the corresponding letter grade. Every exam has extra credit questions and I have a very generous grading policy on the homeworks, so I have already given you extra points toward your grade.
- You must pass ( $\geq 60$ ) at least one exam to receive a passing grade in the course. A score of 80% or more on the final exam will replace a lower (non-zero) midterm grade.
- Grading is usually a major area of concern for students. I am here to help you learn statistics. Remember, I love statistics and want to share that passion with you. I get no satisfaction from trying to fail students or lower their GPAs. However, that doesn't mean I accept shoddy work or

reward irresponsibility. If you are having trouble, ***do not wait until near the end of the semester to let me know!*** At that point there is little either of us can do to rescue your grade (I will not assign extra credit). Call, email, drop by my office, do something to let me help you! As soon as possible!

- As per departmental policy covering all MSIT 3000 and 3000H courses, if you drop the course while you have an F grade, you will receive a WF – no exceptions. Remember, there is a limit to the number of courses you can drop while at UGA.
- The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

## ***Contacting Your Professor and Teaching Assistant***

Office Hours: Tuesday and Thursdays 8:30 – 9:25 am and by appointment

Office Location: G8 Brooks Hall

Email: [kmccclain@terry.uga.edu](mailto:kmccclain@terry.uga.edu) only. **DO NOT SEND EMAILS THROUGH WEBCT**

For information on our teaching assistants, see WebCT.

## ***Honor Code***

The honor code is taken very seriously in this class. If you have a question concerning what is appropriate, see the University guidelines or ask your professor. In general, you are expected to behave such that your academic integrity is beyond question. I have reported students to the Office of Academic Integrity before and it is not a pleasant prospect for either of us. The outcome usually involves one of the following: a notation on your record, an F in the course, and/or a zero on the assignment. **Cheating is a poor choice - the consequences far outweigh the benefits.** Plan ahead: no backpacks, hats, cellphones or palm pilots will be allowed during exams. All academic work must meet the standards contained in “A Culture of Honesty.” All students are responsible to inform themselves about those standards before performing any academic work.

## ***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. Like many other skills, statistics is best learned by doing, and practice makes perfect. The more problems you do, the better you will get. After each section, be sure to work the odd-numbered textbook problems in preparation for upcoming exams. Class attendance is required. You should come to class prepared. This means that you should skim the relevant textbook material before class and read the material thoroughly after class. Surprisingly enough, it’s hard to fully grasp the material if you are trying to read you Stat book and watch *House* at the same time. Set aside some time to give it your full attention, preferably when you are alert! I *like* statistics, and stat books will still put me to sleep!

**Be on time.** If you can’t get to class on time, don’t come. You are responsible for **turning off cell phones** BEFORE entering the classroom. I have been advised that an effective policy is that if your phone rings during class, you will not be eligible for extra-credit on the next exam. If the guilty party is not identified, no one in class will be eligible for extra-credit on the following exam. **No laptops during class.** You can’t type the mathematical symbols fast enough.

## Getting Extra Help

Since 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 and your professor keep regular office hours. If you need more intensive one-on-one help, you may desire 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 more information call 542-7575. A list of private tutors may be found on our WebCT site.

## WebCT

I will make announcements on WebCT and you can download other materials such as previous exams from WebCT. To access the WebCT account, go to <http://webct.uga.edu>. Enter your UGA MyID and password. Click on MSIT 3000.

- For technical assistance with WebCT, see <http://www.webct.uga.edu/www/student/guide/>.
- Contact me if you suspect a problem with the WebCT site itself (e.g. a malfunctioning link).

## Exams

Midterm I: Tuesday, February 10, 7-8:30 pm	Location to be announce on WebCT
Midterm II: Thursday, March 19, 7-8:30 pm	Location to be announce on WebCT
Midterm III: Thursday, April 23, 7-8:30 pm	Location to be announce on WebCT
Final: Tuesday, May 5, 7-10 pm	Location to be announce on WebCT

Be aware that exams cover material from class. On our WebCT site under the “Practice Problems” icon you will find previous MSIT 3000 exam problems and solutions.

All exams begin promptly at 7 p.m. 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. Go to the bathroom before the exam.

### ***What if I have another University-sanctioned event the night of the exam?***

You must notify me via email at least two weeks before the exam. I may ask for documentation. A conflict exam will be offered earlier that day. A fraternity or sorority event is not considered an official University event.

### ***What if I have some other event the night of the exam, like concert tickets, a plane ticket or a Greek event?***

Take a different instructor this semester or take this class another semester. You WILL NOT be allowed to take the exam at another time.

### ***What if I become ill or an emergency occurs the night of the exam?***

Notify me as soon as possible, with official documentation. The exam will be waived and the 15% weight will be added to the final.

### ***What if I accidentally or on purpose miss the exam?***

You will get a 0 on the exam and this score cannot be replaced by a high grade on the final.

Test grade appeals must be made in writing within one week of the posting of the grade.

## Homework

Your homework problems are part of Hawkes Learning Systems' *Business Statistics* software. These homeworks are another facet of your learning experience. ***These problems do not closely resemble questions on the exams, but provide you with experience solving problems from another viewpoint.*** Much like practicing piano scales alone will not prepare you to play Mozart perfectly on the first reading, they nonetheless enhance your playing proficiency.

To **download the software**, go to [www.hawkeslearning.com](http://www.hawkeslearning.com). On the left, click on SUPPORT then DOWNLOADS then BUSINESS STATISTICS then FULL INSTALL.

To **purchase an access code**, go to [www.hawkeslearning.com](http://www.hawkeslearning.com). On the left, click on STUDENTS, then GET YOUR ACCESS CODE, then look for the section that says I DO NOT HAVE A LICENSE NUMBER. Click on PURCHASE CODE ONLINE. Our course code is UGABSTAT.

The homework software **will not work on a Mac computer**. You can do the homework on an SLC computer, where the software is preloaded. You will still need to purchase an access code.

You are responsible for purchasing an access code for the software 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 on the percentage of required Hawkes Systems lessons in which you certify **and register your certification codes** by their due dates.* There is no limit to the number of attempts that you may make to certify in any lesson. Regardless of the number of questions you answer correctly, when you upload your certification code for a lesson by the due date, you receive 100% credit for that lesson. During the first 10 days after the due date, you lose 5 percentage points for each day your certification is late. For example, if a certification code is uploaded one day late, you will receive 95% for the lesson, two days late means 90%, etc. If you upload the certification code for a lesson after these 10 days but before May 5, you will receive 50% credit for that lesson. **No credit is awarded for certification codes uploaded after May 5.** Certifications must be dated and time stamped on or before the due date to receive full credit. Please do not wait until midnight on the due date in case your watch is not synchronized exactly to the Hawkes System server. Under the "Homework" icon on our WebCT site you can find detailed information on how to obtain an access code, install the software, and register your certifications. Required homework lessons, their due dates and the textbook reference for each lesson are listed on page 6.

NOTE: The Hawkes Systems software is **not** a substitute for either class attendance/participation or for reading a textbook. It is a supplement that prepares you well for computational exam problems; working textbook and previous exam problems, as well as studying the textbook and class notes, prepares you for conceptual exam questions.

If you experience any technical problems with your homework, you should call Hawkes Systems at 1-843-571-2825 or 1-800-426-9538 or go to [www.hawkeslearning.com](http://www.hawkeslearning.com) and choose *support request* from their menu. Do not email me with technical questions – all I can do is refer you to Hawkes! Save time and go to them first!

## GETTING CREDIT FOR (CERTIFYING) YOUR ASSIGNMENTS

**IMPORTANT:** You will receive credit for certifying in a lesson only if your certification code is uploaded to my gradebook – no other form of certification is accepted.

You will be doing your homework in the **Certify** mode of the assigned lessons. Upon certifying in an assigned lesson, you will be given a **Certification Code**; it is validation that you completed your homework. *It is recommended that you print your Certification Code and save it to a floppy disk.*

*You will receive credit for completing the lesson only after the certification code is uploaded to my gradebook. Certification codes can be uploaded in two ways:*

- 1. AUTOMATIC CERTIFICATION UPLOAD:** If you do your HLS homework on a computer with Internet access, the certification code will automatically be uploaded to my gradebook once you have completed the lesson, assuming you have given the proper course identifier (UGABStat) when you install the software. Check at the Report Card link to be sure.
- 2. MANUAL CERTIFICATION UPLOAD:** Access the Internet. Go to [www.hawkeslearning.com/ugabstat](http://www.hawkeslearning.com/ugabstat) and log on using your Access Code. Click on the [Register a lesson certificate](#) link. Select the Lesson Name for the lesson in which you have certified. Enter your **Certification Code** and click OK.

To check your progress, select the [Report Card](#) link. This provides a list of all lessons in the software and your status for each assignment. A “(T)” signifies the lesson was certified on time, an “(L)” means it is late, and a “(B)” means you are temporarily barred.

To safeguard against students uploading programs to “crack” the access codes, you are automatically “barred” from trying to certify in a lesson after you have entered an incorrect code 10 times. If this happens, you will automatically be unbarred in about an hour. The Hawkes Systems tech support people can unbar you sooner with a phone call.

DAY AND DATE	TOPICS	COMMENTS	HAWKES HOMEWORK
<i>Thursday, Jan. 8</i>	Admin Stuff, Intro to Stats		
<i>Tuesday, Jan. 13</i>	Graphical Description of Data		
<i>Thursday, Jan. 15</i>	Population vs. Sample, Central Tendency		2.1, 2.2b
<i>Tuesday, Jan. 20</i>	Variability		3.1
<i>Thursday, Jan. 22</i>	Relative Standing , Counting Rules		3.2
<i>Tuesday, Jan. 27</i>	Probability, Probability Rules		3.4
<i>Thursday, Jan. 29</i>	Independence, Bivariate Distrib.	Notify Exam Conf.	4.1
<i>Tuesday, Feb. 3</i>	Random Variables, Distributions		4.2
<i>Thursday, Feb. 5</i>	Binomial Distribution		5.1
<i>Monday, Feb. 9</i>			5.2
<b>Tuesday, Feb. 10</b>	Review - A.M. <b>MIDTERM I 7-8:30 P.M.</b>	Extra Office Hours: 11:30-12:15 203 Caldwell	
<i>Thursday, Feb. 12</i>	Normal Distribution		
<i>Tuesday, Feb. 17</i>	Sampling Dist. of Sample Mean		6.1, 6.2
<i>Thursday, Feb. 19</i>	CLT, Conf. Intervals: Means Determining Sample Size		6.3, 6.4
<i>Tuesday, Feb. 24</i>	Conf. Intervals: Proportions		7.2, 7.3, 8.2
<i>Thursday, Feb. 26</i>	Hypothesis Testing		6.5
<i>Tuesday, Mar. 3</i>	Lying with Statistics		8.3, 8.1
<i>Thursday, Mar. 5</i>	Case Study: Mercy Hospital	Notify Exam Conf.	9.1, 9.4, 9.5
<i>Tuesday, Mar. 10</i>	☺ <b>SPRING BREAK</b> ☺		
<i>Thursday, Mar. 12</i>	☺ <b>SPRING BREAK</b> ☺		
<i>Tuesday, Mar. 17</i>	Chi-Square Tests		9.2, 9.3
<i>Wednesday, Mar. 18</i>			9.10, 9.11
<b>Thursday, Mar. 19</b>	Review - A.M. <b>MIDTERM II 7-8:30 P.M.</b>	Extra Office Hours: 11:30-12:15 203 Caldwell	
<i>Tuesday, Mar. 24</i>	Covariance, Correlation		
<i>Thursday, Mar. 26</i>	Simple Regression		11.1
<i>Tuesday, Mar. 31</i>	Multiple Regression		
<i>Thursday, Apr. 2</i>	Multiple Regression		11.2
<i>Tuesday, Apr. 7</i>	☺ <b>NO CLASS</b> ☺		
<i>Thursday, Apr. 9</i>	☺ <b>NO CLASS</b> ☺		
<i>Tuesday, Apr. 14</i>	Multiple Regression	Notify Exam Conf.	11.3
<i>Thursday, Apr. 16</i>	Multiple Regression		
<i>Tuesday, Apr. 21</i>	Dummy Variables Multicollinearity		
<b>Thursday, Apr. 23</b>	Review - A.M. <b>MIDTERM III 7-8:30 P.M.</b>	Extra Office Hours: 11:30-12:15 203 Caldwell	
<i>Tuesday, Apr. 28</i>	Review for Final		
<i>Thursday, Apr. 30</i>	<b>Monday schedule</b>		
<b>Tuesday, May 5</b>	<b>FINAL</b>	<b>7:00 – 10:00 PM</b>	

