



SCOTTSDALE COMMUNITY COLLEGE
DIVISION OF BUSINESS AND COMPUTER INFORMATION SYSTEMS

GBS 221 Business Statistics

Fall 2008 • Section: 28615 (TR 9:00-10:15)

INSTRUCTOR Tom Trolen

OFFICE HOURS (CM 410) Mo 9:30 – 10:20
TuTh 10:30 – 11:20
We 5:00 – 5:50 pm
Fr 9:00 – 9:50
and by appointment

OFFICE CM 410

MY LAB HOURS (CM 442) MW 12:00 – 12:50

PHONE 423-6265 (voice mail)
423-6449 (fax)

SCC HELP DESK 480.423.6274

E-MAIL ttrolen@yahoo.com

WEB SITE <http://www.scottsdalecc.edu/trolen>

PREREQUISITE

“C” or better in GBS220 or MAT172. Familiarity with mathematical procedures is required, including college-level algebra and probability. It will be advantageous to bring a calculator each day.

REQUIRED TEXT AND MATERIALS

Essentials of Modern Business Statistics with Microsoft Excel, Third Edition, Anderson, Sweeney and Williams, Thomson/Southwestern, 2007. ISBN: 0-324-39989-8.

Statcrunch software (<http://www.statcrunch.com>). A six-month subscription costs \$5.00 and is paid online via credit card or PayPal.

OPTIONAL TEXTS AND SOFTWARE

Student study guide.

OTHER RESOURCES

I have placed my class notes and sample exams on my web site. Use the notes to guide your pre-class studying and use them each class session to increase your listening time and reduce the amount of time devoted to writing. Use the sample exams for a timed, 55-minute simulation of a closed book exam a day or two before our actual exam. Once you've taken the practice exam, use the solutions to identify topics for additional study before our actual exam.

OBJECTIVES

(1) To develop an understanding of fundamental statistical concepts; (2) to gain insight into how statistics can be used to aid managerial decision making, and (3) to use software to aid statistical data analysis.

WORKLOAD

Statistics is a course in applied mathematics that requires consistent, active attention and hard work. You should plan to spend 6-10 hours outside class *each week* on your study of statistics. Given the volume and technical nature of the course material, it is important that you be well prepared for *each* class.

GRADES

Grades will be based on the following point schedule (subject to change):

3 exams @ 100	300
final exam	150
projects	150
homework	120
Total	720

- Exams will cover the material indicated in the tentative schedule. Generally, exams will be scheduled for the *first* 55 minutes of the period on the day they are scheduled. Try not to be late. You may make-up a missed exam provided you initiate arrangements within two classes of the missed exam date. All exams will be *closed book*. Required formulas and statistical tables will be provided. No notes or papers are permitted.
- The final exam will be *comprehensive* but emphasis will be on the material since the third exam.
- Computer-based data analysis projects will be assigned during the semester. These projects will involve inputting data, analyzing the data, and writing a short report interpreting the solution. You will generally have one week to complete each project. Projects are due at the *beginning* of the period on the due date. Projects may be turned in late, with a 10% per 24-hour late penalty, up until the time the graded projects are returned to the rest of the class. Late projects should be turned into the secretary in CM404. Be sure your project is date/time stamped by the secretary so I can determine when it was turned in. Alternatively, you may turn in a project by fax or e-mail.
- I will make two different types of homework assignments (see below). These assignments provide vital practice in recognizing and working problems in preparation for class sessions, projects, and exams. To prepare for class session and exams, work each assigned homework problem manually (with calculator and formula sheet) and show your work, including plugging into formulas. Your lowest homework score (either type) will be dropped if doing so helps your semester grade. Late assignments may be turned in with a 10% per day (24 hour) late deduction but will *not* be accepted after the answers have been posted or discussed in class. If you miss class, either check my web site or contact me or a reliable classmate to determine what assignments have been made.

Homework assignments will be made each period and involve working problems relating to newly assigned material. These problems are intended to be worked immediately after you read and study assigned portions of a chapter. They will be the basis of our class discussion the next class period and must be completed before the next meeting. I will occasionally collect these to reward you for completing them in a timely manner.

End-of-chapter assignments will be made once we've completed each chapter. They will generally consist of problems from the book and will generally be due at the *beginning* of the 2nd class period after they are assigned. These assignments have you *apply* what you've learned in a chapter. I will occasionally collect these to reward you for completing them in a timely manner.

- Final grades will be based on the criteria in the table below. Borderline cases will be decided based on a student's final exam score and number of missing assignments.

GRADE	%
A	≥ 90
B	80-89
C	70-79
D	60-69
F	≤ 59

IN-STATE TRANSFERABILITY/EQUIVALENCY

ASU	ECN 221, SWU 321, STP 226, [ASU West: QBA 221], Computer/Stats (CS)
UA	MAP 276.
NAU	ECO 201.

ATTENDANCE

Your attendance will affect your point total and your grade. Attendance will be taken each class period in order to comply with state law. After two (2) absences, you *may* be withdrawn from the class. If you miss class, be sure to get notes and any pending assignments in time to complete them *before* the next class meeting. If you intend to drop the course it is *your* responsibility to process the required paperwork by the deadline cited in the SCC class schedule.

MAKE A COMMITMENT TO SUCCEED!

Based on student feedback in previous semesters, if you want to get the most out of this course you should:

- Attend every class meeting and participate.
- Keep up!
- Review recently covered material, even if there is no pending assignment pertaining to it.
- Use my office and lab hours for “one-on-one” help.
- Use the class notes.
- Use the sample exams.

For emphasis, I’ve attached a sheet entitled *Tips for Student Success at Scottsdale Community College*.

ACCOMMODATIONS

It is a college policy to provide reasonable accommodations to students with disabilities. If you would like to request accommodations due to a physical, mental, or learning disability, please contact the Disability Resources & Services office, SC-144, 480-423-6517.

ACADEMIC CONDUCT

The *SCC General Catalog* contains language regarding student conduct and responsibility and cites general areas of misconduct that are subject to disciplinary action. If another student asks for a copy of your work, I require that you report the incident to me immediately. Specific examples of academic *misconduct* which relate to this course include:

- Asking another student for a copy of their work.
- Copying another student’s work and turning it in as one’s own.
- Working jointly on an assignment with each student turning in a copy of the joint product, attempting to create the impression that each student worked independently.

Cheating on a homework assignment or project will result in a grade of 0 for all students involved. A second incident of cheating will result in an immediate withdrawal failing (“Y”) course grade. Cheating on an exam will result in an immediate withdrawal failing (“Y”) course grade.

CIVILITY

As implied in the course policies above, students are expected to behave in a responsible and proactive manner. Students participating in disruptive activities that interfere with the teaching and learning process will be asked to leave for the balance of the class period. Repeated incursions may result in withdrawal from the course. Specific examples of disruptive activities include:

- unnecessary talking
- cell phone usage (including ringing, talking, text messaging, picture taking, etc.)
- off-task computer usage
- chronic lateness or early departure

POLICY AWARENESS

Students are responsible for being aware of and complying with:

- policies described in this course syllabus. Students will be notified by the instructor of any changes in course requirements or policies.
- policies included in the college catalog and the student handbook.

SCC STATEMENT ON PROMOTING A POSITIVE LEARNING ENVIRONMENT

Instructors are expected to be professional, courteous, respectful and empathic to students.

- Begin and end class on time.
- Be prepared for each class session.
- Provide academic feedback and grade assignments in a timely manner.
- Be available for individual consultation.
- Clarify assignments and inform students of any adjustments to the class schedule.

Students are expected to be reflective, courteous, respectful, and emphatic to classmates, instructor, and other College staff assisting in your learning.

- Be in class and be on time.
- Be prepared for class sessions.
- Participate in class activities.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by the due dates.
- Put forth your best effort.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact instructor right away about concerns or situations that interfere with your success in class.
- Comply with policies found in the College catalog and student handbook.

TENTATIVE SCHEDULE (subject to change)

I will assume you have *read* and *studied* the material and completed the assignments *before* coming to class. Failure to do so will mean that you will not be able to maintain the pace required to pass the course.

Date	Class	Topic(s)
26-Aug Tue	1	Course Introduction + Ch 1: Data and Statistics
28-Aug Thu	2	Ch 1: Data and Statistics + Ch 2: Descriptive Statistics: Tabular and Graphical Methods
02-Sep Tue	3	Ch 2: Descriptive Statistics: Tabular and Graphical Methods
04-Sep Thu	4	Ch 3: Descriptive Statistics: Numerical Measures
09-Sep Tue	5	Ch 3: Descriptive Statistics: Numerical Measures
11-Sep Thu	6	Ch 3: Descriptive Statistics: Numerical Measures
16-Sep Tue	7	Ch 3: Descriptive Statistics: Numerical Measures
18-Sep Thu	8	Ch 4: Introduction to Probability
23-Sep Tue	9	Ch 4: Introduction to Probability
25-Sep Thu	10	Ch 4: Introduction to Probability
30-Sep Tue	11	Ch 4: Introduction to Probability
02-Oct Thu	12	Exam 1 + Ch 5: Discrete Probability Distributions
07-Oct Tue	13	Over exam + Ch 5: Discrete Probability Distributions
09-Oct Thu	14	Ch 5: Discrete Probability Distributions
14-Oct Tue	15	Ch 6: Continuous Probability Distributions
16-Oct Thu	16	Ch 7: Sampling and Sampling Distributions
21-Oct Tue	17	Ch 7: Sampling and Sampling Distributions
23-Oct Thu	18	Ch 8: Interval Estimation
28-Oct Tue	19	Ch 8: Interval Estimation
30-Oct Thu	20	Exam 2 + Ch 9: Hypothesis Testing
04-Nov Tue	21	Over exam + Ch 9: Hypothesis Testing
06-Nov Thu	22	Ch 9: Hypothesis Testing
11-Nov Tue		Veteran's Day
13-Nov Thu	23	Ch 10: Comparisons Involving Means
18-Nov Tue	24	Ch 11: Comparisons Involving Proportions
20-Nov Thu	25	Ch 14: Statistical Methods for Quality Control
25-Nov Tue	26	Ch 14: Statistical Methods for Quality Control
27-Nov Thu		Thanksgiving Recess
02-Dec Tue	27	Exam 3 + Ch 12: Simple Linear Regression and Correlation
04-Dec Thu	28	Over exam + Ch 12: Simple Linear Regression and Correlation
09-Dec Tue	29	Ch 12: Simple Linear Regression and Correlation
11-Dec Thu	30	Ch 12: Simple Linear Regression and Correlation
18-Dec Thu		Final Exam@ 7:30-9:20

Tips for Student Success at Scottsdale Community College

Experience shows that students will be successful when they have enrolled in courses for which they are adequately prepared, are motivated by a sincere commitment to excel, and are connected with their instructors, peer students and campus resources. Here are some concrete tips that you should consider.*

- **Identify your goals and your strengths and weaknesses.**
Select the right course, taking into account your preparedness and any prerequisites. Be sure to consult with an advisor and take all appropriate placement tests. Be aware of SCC resources to help you further develop effective study skills
- **Identify and utilize the SCC campus resource areas to build on your strengths and help overcome your weaknesses. These include:**
Writing Center Math/Science Center Counseling Center
Independent Study Lab Open Computer Lab
- **Build a time management plan.**
Be sure to include when and how much you'll need to study to meet your goals and course assignment deadlines. In addition, you may need to allocate time for work, family, recreation and other activities. Try to strike a balance that will help you succeed! Take advantage of classes and workshops that help you develop your time management skills.
- **Study with a partner.**
Use a study partner to help go over key points and to clarify areas you have questions about. Study at a specified time in a place that is free from distractions.
- **Attend every class meeting.**
Student achievement is related to class attendance. If you must be absent, make arrangements to share notes with a reliable classmate. Contact your instructor or a classmate to determine what you missed and what you need to do to prepare for the next class meeting.
- **Take good notes on lectures and on reading materials.**
In addition to studying your notes while preparing for quizzes and exams, use your notes to keep track of problem areas to go over with your instructor or your study partner.
- **Actively develop questions about course content to clarify your understanding.**
Active studying will increase your understanding of the course contents.
- **Participate in class discussions.**
This will allow you to try out your understanding of concepts and raise important questions.
- **Get to know your instructor.**
Many students choose to attend SCC for its smaller class sizes and its accessible instructors. Be aware of your instructor's office hours and take advantage of them for one-on-one help. If you have time conflicts with your instructor's office hours, ask to set up an appointment at a mutually convenient time.
- **Be aware of policies and deadlines.**
Become familiar with the course objectives, policies, and deadlines cited in your instructor's syllabus. In addition, the SCC General Catalog describes many District and campus-level policies.

* adapted from ASSET