Dr. Rebecca Davis            E-mail: davisrj4@sfasu.edu
Department of Economics and Finance
Nelson Rusche College of Business
Lectures: T/Tr 11:00-12:15
Office Hours: T/Tr 12:30-1:30 (online only),
             T/Tr 3:30-4:30,
             W 10:00-12:00 (online only),
             W 12:00-4:00

Phone: (936)-468-1828
Office: McGee Bus. Bldg. 303-F
Location: McGee Bus. Bldg. 324

Catalog Description:
The application of statistical and quantitative methods. Prerequisite: MATH 1342 (previously MTH 220) and MGMT 2372 (previously MGT 272)/or 6 hours of Computer Science.

Course Description:
This course will focus on the fundamental and most important concepts of probability and statistics that can be applied to solve real-world problems. The main aim of this course is to provide students with the essential foundation in these topics and the tools necessary to apply them outside of the classroom. We will be using MS Excel to develop these tools.

Learning Objectives:
Students successfully completing this course should be able to:
1. Use quantitative, abstract, and logical reasoning
2. Obtain basic knowledge in mathematics and statistics
3. Acquire skills in the use of contemporary information resources and technology
4. Utilize analytical thinking, critical analysis, logic, creativity, and integrative problem solving
5. Work with descriptive statistics in a sampling situation
6. Perform a variety of statistical tests and make inferences
7. Compute and interpret regression equations using raw data
8. Use standard tables for the normal distribution, F-distribution, and chi-square distribution

Course Materials:
The course Note Packet (around $20) is required and is only available at the SFA Barnes & Noble and at Jack Backers.

You will need access to Excel 2016 on a PC. There are machines available in the Business Building. You will also need access to a reliable internet connection. Spotty internet access may result in you losing credit for timed assignments and exams. SFA students have FREE access to Microsoft Office 2016 through Office 365: http://www.sfasu.edu/mysfa/o365/.
Use Chrome as your browser and do not use a VPN or other type of IP address cloaking software.

I do not recommend using a Mac for this course. However, if you use a Mac, there are workarounds.

The primary text is *Statistics for Managers Using Microsoft Excel (9th Edition)* by Levine, Stephan, and Szabat. It is published by Pearson (ISBN: 9780135970232). We will use Excel in conjunction with the text. Students are expected to have some basic level of working knowledge in Excel.

Our textbook comes with MyStatLab. You will need access to MyStatLab to pass the course. I recommend buying access to MyStatLab, which comes with an e-text version of the book, through the Pearson website (around $120) or at the University bookstore. Purchasing from Pearson through the D2L link is the safest and cheapest option.

To register for the MyStatLab Course/E-Book Access:

1. There is no course ID.
2. In our D2L course, click on the Pearson link on the lower right of the home page.
3. Make sure that you allow pop-ups from Pearson. You will see a button on the right-hand side of the URL address bar.
4. Follow the prompts to register.
5. Enter your existing Pearson account username and password to sign in.
   - You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
   - If you do not have an account, select “Create” and complete the required fields.
6. Select an access option.
   - Buy access through Pearson using a credit card or PayPal account (recommended).
   - Temporary access is available by selecting the link near the bottom of the page.
     - To update before the deadline, select “Upgrade Access”.
     - Enter an access code or buy access with a credit card or PayPal account.
   - Enter the access code that came with your textbook or was purchased separately from the bookstore.

To sign in later:

1. In our D2L course, click on the Pearson link on the lower right of the home page.

General Student Policies:
Student syllabus resources on policies can be found here: [https://www.sfasu.edu/student-syllabus-resources](https://www.sfasu.edu/student-syllabus-resources). This includes information on the following: Institutional Absences (HOP 04-110), Academic Integrity (HOP 04-106), Withheld Grades Semester Grades Policy (HOP 02-206), Students with Disabilities and Disability Services, Student Wellness and Well-Being, Additional Campus Resources, and Crisis Resources.
**Grading System:**
Your final grade for the course is based on the scale below.
A: 90% and above, B: 80%-89%, C: 70%-79%, D: 60%-69%, F: Less than 60%

<table>
<thead>
<tr>
<th>Task</th>
<th>% of Class Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>5%</td>
<td>50</td>
</tr>
<tr>
<td>Homework</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Research Project</td>
<td>15%</td>
<td>150</td>
</tr>
<tr>
<td>Exam 1</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Class Participation:**
All quizzes will be administered in D2L. There will be a quiz at the end of each chapter. Your average on these quizzes will determine your class participation grade. The lowest quiz grade will be dropped.

**Homework:**
All homework assignments are administered in MyStatLab. Completing homework assignments is vital to learning the material. These assignments provide feedback to you about your personal level of understanding as well as feedback to me about the overall level of understanding in the class. Students may work together on homework assignments, and I encourage you to do so. **However, make sure you are doing your own work. It will matter come test time.** No late homework assignments will be accepted. The two lowest homework grades will be dropped.

**Research Project:**
Research projects are administered in D2L. They will be completed in groups of four or five. You will choose your group. As a group, you will select the project topic choice from a provided list on a first-come, first-served basis. The project consists of two steps and peer evaluations for each step. The project requires you to clean, organize, visualize, and analyze data to answer a research question. Step 1 accounts for 35% of this grade category, and Step 1 peer evaluations account for 5% of this grade category. Both Step 1 and the Step 1 peer evaluations are due Friday, March 8th. Step 2 accounts for 50% of this grade category, and Step 2 peer evaluations account for 10% of this grade category. Both Step 2 and the Step 2 peer evaluations are due Friday, May 3rd. If a student receives a 0 for their (Step1 or Step 2) peer evaluation from all group members, they earn a 0 for that step of the project.

**Exams:**
All exams are administered in MyStatLab and will be taken **in class.** Exams 1-2 will be taken during the regularly scheduled class time (11:00-12:15). The final exam will be held according to the official university schedule on Tuesday, May 7th from 10:30-12:30 pm and will be taken in our regular classroom. Dates for each exam are the following:

Exam 1 – Tuesday, February 20th
Exam 2 – Tuesday, March 26th
Final Exam – Tuesday, May 7th

Any use of the resources **not listed below** is **cheating**.

- The internet can **only be used to access the exam**.
- **You must not pause or exit the exam once you have begun.**
- You are encouraged to **use the Excel templates** that we build in class on **all exams**.
- Note-Sheets: You are permitted a note-sheet during the exam.
  - It must be the size of a standard sheet of paper or smaller.
  - Building these note-sheets is a great study exercise.
- Calculators and blank scratch paper are allowed.

**If you miss an exam with an unexcused absence, you will receive a zero for the exam.** If you miss an exam for an unforeseen reason, you should contact me as soon as physically possible. The final exam will be utilized to replace Exams 1-2 that are considered **excused absences**.

**In general, no late work will be accepted.**

**Course Expectations:**
- **Be Prepared:** Students are expected to read assigned material **prior to class** and to participate in class discussions and activities. If you have a question, **never let it go unanswered**.
- **Be in Class:** Consistent attendance is essential for acceptable performance in this course.
- **Be Courteous:** If you attend class, be on time and attend both physically and mentally. Spending class time on anything other than class material is harmful to the collective learning environment and will not be permitted. If you need to leave during class, please do so quietly.
- If you send me an economics meme via e-mail before the orientation homework, you will receive 5 extra credit points on the first exam. Do not discuss this with others in the class.

**Keys to Success/Points of Emphasis:**
In my experience, there are three keys to success in this course: (1) Come to class every day and take notes in addition to those provided, (2) do problems and then do more problems like the ones you struggled with, and (3) seek help/use additional resources when needed. You will have significant weekly reading assignments from a mandatory textbook (asynchronous work) and are also expected to complete regular homework assignments throughout the term, generally one for each chapter that is covered in the textbook. Additionally, small quizzes may be assigned during the term. Exam preparation, readings, assignments, and quiz activities average at a minimum 6 hours of work done outside of class each week.
<table>
<thead>
<tr>
<th>Tentative Outline</th>
</tr>
</thead>
</table>
| **FTF: Introduction to the book and course**  
  Read: All |
| **Chapter 1: Foundational Knowledge**  
  Read: All |
| **Chapter 2: Organizing and Visualizing Variables**  
  Read: All |
| **Chapter 3: Numerical Descriptive Measures**  
  Read: 3.1, 3.2, 3.4, 3.5, 3.6 |
| **Chapter 6: The Normal Distribution**  
  Read: 6.1, 6.2, 6.6 |
| **Chapter 7: Sampling Distributions**  
  Read: All |
| **Chapter 9: Hypothesis Tests**  
  Read: 9.1, 9.2, 9.3, 9.4, 9.5 |
| **Chapter 13: Simple Linear Regression**  
| **Chapter 14: Multiple Regression**  
  Read: 14.1, 14.2, 14.3, 14.4, 14.5, 14.6 |
| **Chapter 17*: Getting Ready to Analyze Data in the Future**  
  Read: All |

[Chapters marked * will be covered as time allows. More detailed information in this regard will be provided as we progress through the semester.]
**Schedule:**
Please keep an eye on the MyStatLab schedule. I may need to make adjustments throughout the semester.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Open</th>
<th>Close</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>1/18/24</td>
<td>5/3/24</td>
<td>In Class/D2L</td>
</tr>
<tr>
<td>Orientation</td>
<td>1/26/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Ch. 1</td>
<td>1/30/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Ch. 2</td>
<td>2/9/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Ch. 3</td>
<td>2/13/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Ch. 6</td>
<td>2/16/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Exam 1 Prep</td>
<td>2/16/24</td>
<td>2/19/24</td>
<td>MyStatLab</td>
</tr>
<tr>
<td>Exam 1</td>
<td></td>
<td>2/20/24</td>
<td>IN CLASS: MyStatLab</td>
</tr>
<tr>
<td>Ch. 7 (Means)</td>
<td></td>
<td>3/1/24</td>
<td>MyStatLab</td>
</tr>
<tr>
<td>Ch. 7 (Proportions)</td>
<td></td>
<td>3/5/24</td>
<td>MyStatLab</td>
</tr>
<tr>
<td>Research Project:</td>
<td></td>
<td>3/8/24</td>
<td>D2L Dropbox</td>
</tr>
<tr>
<td>Step 1 &amp; Peer Evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ch. 9</td>
<td>3/22/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Exam 2 Prep</td>
<td>3/22/24</td>
<td>3/25/24</td>
<td>MyStatLab</td>
</tr>
<tr>
<td>Exam 2</td>
<td></td>
<td>3/26/24</td>
<td>IN CLASS: MyStatLab</td>
</tr>
<tr>
<td>Ch. 13</td>
<td>4/19/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Ch. 14</td>
<td>5/2/24</td>
<td>MyStatLab</td>
<td></td>
</tr>
<tr>
<td>Research Project:</td>
<td></td>
<td>5/3/24</td>
<td>D2L Dropbox</td>
</tr>
<tr>
<td>Step 2 &amp; Peer Evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam Prep</td>
<td>5/3/24</td>
<td>5/6/24</td>
<td>MyStatLab</td>
</tr>
<tr>
<td>Cumulative Final Exam</td>
<td>5/7/24</td>
<td>10:30-12:30</td>
<td></td>
</tr>
</tbody>
</table>

**Disclaimer:**
I reserve the right to make changes and amendments to this syllabus through D2L announcements during the semester.