Welcome to MATH B Elementary Statistics.

TEXTBOOK

The access code is required with or without the textbook.

✦ Loose leaf version of the 5th Edition of “Elementary Statistics using EXCEL” along with the access code for MyStatLab.
   Author: Mario F. Triola, Dutchess Community College

✦ MyStatLab StatCrunch Access Code only (does not include a loose leaf version)
   For instructions on how to login please see the student handout.

If you purchase a used textbook, the code may not be included and must be purchased separately. If you purchased and used a MyStatLab code during a previous semester at GRU, you may qualify for a replacement code.

COURSE DESCRIPTION

This course is a basic introduction to statistics with the use of technology and collaborative work. We will cover frequency distributions of data, graphical and numerical presentations of data, probability, discrete and continuous distributions, sampling distributions, estimation, hypothesis testing, simple linear regression and correlation and goodness of fit.

COURSE CONTENT

We will cover Chapters 1 through 11 in the textbook, with use of technology, collaborative work, and homework / problem solving through critical thinking. Please see the course calendar for more descriptions and details about text book homework problems.

PREREQUISITES

You should have completed at least a college algebra course or obtain permission from the instructor. This course does not require mathematical rigor more suitable to mathematic majors. Exercises and examples involve conceptual understanding through questions that encourage practical interpretations of results instead of seeking simple numerical answers.
OBJECTIVE of COURSE

The course is designed to encourage statistical thinking rather than the blind use of mechanical procedures. The objective of this course is to stress conceptual understanding and analyzing data rather than mere knowledge of computer procedures using Excel. However, Excel is a dominant spreadsheet program used in business and industry. By using Excel, you will acquire important professional skills along with developing a conceptual understanding for analyzing data.

Helpful Tips

What is required of the Students?
As with most endeavors, what you get out of this course will be directly related to the effort you put into the course. You cannot learn mathematics just by watching and believing that you understand. You must actually do the mathematics to learn. Suggested homework problems will be assigned every day.

Tips:
1. This course involves critical thinking.
2. For every hour in class, plan to spend at least three hours outside of class. Work to develop understanding as well as skills.
3. Read each question carefully, pay attention to the units of measurements; use proper notations and terminologies, interpret the results; draw diagrams whenever required; keep all decimals in your calculations and round only at the last step; and justify your answer with use of appropriate statistical measures.
4. Math Assistance Center: There is a “MAC” on the 3rd Floor of Allgood Hall, room N337. It is a no-cost option for you to get assistance or tutoring anytime they are open – which is generally from around 8am to 6pm Monday through Thursday, and until around 1pm on Friday. The tutors are experienced students (generally math majors) who are paid by the Math Department to be there to help you. Please note that some students may not be able to assist you with Excel. For information regarding the MAC, please see http://www.gru.edu/colleges/scimath/mathematics/resources.php

USE of TECHNOLOGY

Desire2Learn D2L: You will use Desire2Learn to obtain course documents and class notes, to access the discussion board, and to see your grades.

MyStatLab: You will use MyStatLab to do homework problems and tests.

Access to Excel and Word: Access to Excel and Word is required. A basic calculator is optional and may be useful for simple calculations such as adding or multiplying numbers quickly. The CD-ROM included with the book includes text-specific data sets that we will use in Excel. The text-specific data sets are also available through Pearson MyStatLab. Please note that many of the book’s examples and exercises use real data sets (91% of the examples and 89% of the exercises use real data sets).

Excel: You will be doing math both on paper, and in EXCEL. Excel is a calculator used in the working world; therefore, this class teaches how to do math with EXCEL.

Basic Skills: You should know how to scan a document to share information with your instructor and classmates. You should know how to upload a document in D2L. You should know how to download and install software.
SYSTEM REQUIREMENTS for Desire2Learn (D2L)

High-Speed or DSL internet connection is highly recommended. For required browsers and plug-ins, visit the Desire2Learn entry page [https://lms.gru.edu](https://lms.gru.edu), and click System Check in the middle of the page. Access the system using your NetID and password. If you need to reset your NetID password, please contact the IT Service Desk at (706) 721-4000 - press 9 to reach the Summerville campus.

Technical Assistance: If I need technology assistance, whom do I call?

- If you need assistance, contact the ITS Student Help Desk (University Hall Room 156 or call (706) 721-4000).
- If you need assistance with Desire2Learn contact the ITS Student Help Desk (University Hall Rm 156 or (706) 721-4000).
- For questions about MyStatLab, call 1-800-677-6337. You may also receive support at [http://www.mymathlab.com/contactus_stu.html](http://www.mymathlab.com/contactus_stu.html)
- If you need assistance with scanning documents or technology for scanning documents, contact Educational & Collaborative Technology Center (University Hall Rm 156 or (706) 737-1703).

Academic Honesty

1. Turning in an item you did not create is cheating.
2. Copying another person’s digital item or work is cheating.
3. Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and may result but not limited to a failing grade for the assignment. This means you must safe guard your work, files and computer.
4. During a test or quiz, do your own work, do not look at other’s work, and do not talk with others (to do so is cheating).
5. Having someone take or help you with a quiz or test is cheating.
6. Discussing quizzes and tests on discussion boards, by e-mails or in any other way is cheating (EXCEPT to email the instructor).
7. Signing someone’s name to the class roll is forgery and is a violation of the University’s academic honesty policies.
8. Allowing knowingly or unknowingly someone to sign your name to the class roll is a violation of the University’s academic honesty policies.

Communication Policy

ALL e-mails with questions about tests/quizzes or personal matters:

1. must include a subject line that includes “M2210 WE1”
2. must be spell and grammar checked
3. must be signed with the student’s name

Discussions in D2L

Questions and Answers about homework can be posted in D2L on the discussion boards.

1. You must spell and grammar check your post.
2. DO NOT POST questions about tests or quizzes in the Discussion area. The proper place to send questions about tests or quizzes is to your instructor via e-mail.
Grade Component

- **Exams (45%)**:  
  There will be three exams and your lowest exam score will be dropped. Each exam is worth 22.5%. All tests are timed. There will be absolutely **NO MAKE UP EXAMS OR EXTRA CREDIT**. Therefore, if you must miss a test, no matter how excellent or valid the reason, I will record a zero and you can use this as your drop test. NO EXAMS will be accepted after the last day of class. NO exceptions.

  If you receive services **according to Augusta University Office of Disability Services**, contact your instructor for testing guidelines at **least 24 hours before** attempting the exams.

- **Instructor Graded Homework (15%)**:  
  There will be approximately 10 written homework assignments and/or quizzes from your instructor that you are required to upload to D2L as a **word document** although your calculations will be done in Excel. The excel file alone in a word document will not be accepted as your final homework assignment. You can cut and paste what is needed from excel into your word document. Professionalism and appearance of each homework assignment will be a part of the homework grade.

  1. **DO NOT SEND your instructor homework assignments via email**.
  2. Homework assignments via email will not be accepted no matter the reason.
  3. Any homework assignments sent via email will be deleted immediately.
  4. All instructor graded homework assignments must be uploaded to D2L. NO exceptions.
  5. Homework assignments uploaded late will be penalized.
  6. NO Homework assignments will be accepted after the last day of class. NO exceptions.
  7. Please include your name and section number on each page of your homework assignment.

- **Group or Individual Project (10%)**:  
  You will collect data and conduct a hypothesis test. You will present a written and oral report the last day of class. Details about the study will be given after chapter 9 is completed. Your final group project must be uploaded to the D2L Dropbox for each person, separately, in the group.

- **Final (30%)**:  
  The final exam is a cumulative exam. **Questions are multiple choice and fill-in the blanks.** You can use Excel. **You are allowed one sheet of paper with formulas and/or notes.** The final exam date, time and place will be announced at a later date.

  If you receive services **according to Augusta University Office of Disability Services**, contact your instructor for testing guidelines at **least 24 hours before** attempting the final exam.

Suggested Homework Assignments

- **Pearson MyStatLab online homework is NOT part of your final grade.**  
  There will be homework assignments from each section through Pearson MyStatLab that should be completed before each test. Questions are mostly multi-choice and fill-in the blanks.

- **Textbook Homework is NOT handed into the instructor.** Textbook homework are suggested homework problems from the textbook listed in the class calendar. These homework problems are suggested for you to practice for tests or quizzes. Textbook homework is not part of your final grade.
Attendance and Withdrawal Policy:

Attendance will be recorded including late arrivals and early departures. In accordance with university policy, if you miss more than 3 class periods (i.e., 10% of the class) you are subject to being withdrawn from the class by me. However, withdrawal from the class is your responsibility. Each LATE ARRIVAL AND EARLY DEPARTURE WILL BE COUNTED AS ONE ABSENCE. Please note that withdrawals after midterm, March 7, 2016, will earn a grade of WF except in very unusual circumstances such as severe illness or accident which must be approved by the Chair of the Mathematics department.

It is your responsibility to sign the attendance sheet. If you do not sign the attendance sheet you will be recorded as absent. Be sure to sign the attendance sheet every class period.