

ELEMENTARY STATISTICS FOR BUSINESS & ECONOMICS

- professor:** Dr. Brenda Masters, Ph.D., brenda.masters@okstate.edu .
- office hours:** Monday and Wednesday 1:30-2:30pm, 325 MSCS
- website:** <http://www.brendamasters.com>
- prerequisites:** MATH 1513 (or college algebra equivalent)
- required material:** *text:* BUSINESS STATISTICS IN PRACTICE, Bowerman, O'Connell, and Murphree, 6th edition, may be purchased in hardback, or as an ebook.
spiral: INTRODUCTORY STATISTICS WITH PRACTICE TESTS, Masters
homework code: McGraw-Hill's Connect
calculator: calculator with statistical functions
Bring a calculator and the spiral course guide to each lecture.
- course topics:** Data Descriptions, Graphing Techniques, Numerical Measures, Probability, Discrete Random Variables, Binomial, Poisson, Continuous Random Variables, Uniform, Normal, Sampling Distributions, Inferences from One Sample, Inferences from Two Samples, Simple Regression
- course grades:** The 700 total points in this course are comprised of three 100 point common exams, a 200 point comprehensive final, and 200 points in on-line homework. The letter grades will be assigned to the total points in the following manner: $A \geq 630$, $560 \leq B < 630$, $490 \leq C < 560$, $420 \leq D < 490$, $F < 420$
- examinations:** Dates, times, and location for the common exams and the final exam are on the calendar on the back of this page. No test grade will be dropped. If a common exam is missed for a fully documented reason the average of your other three exams will be substituted for the missed exam grade. To substitute the average of your other exams for a missed common exam provide documentation for the absence within one week of the missed exam before or after class. You will be asked to send an email to verify the exam grade substitution.

You may bring one page of hand written notes to each exam. You must use the orange page following the practice tests in the spiral to write your notes for the tests. Rip out this orange page and hand write anything you want on both sides of the page to bring with you to the exams. Bring a calculator and a photo ID to each exam. Once your graded exam is returned to you through SLIC (326 MSCS), retain it as grade verification.
- homework:** Twenty homework assignments are provided through an on-line system, McGraw-Hill's Connect. Purchase a 20 digit code on-line at <http://connect.mcgraw-hill.com/class/statistics2023spring2012> or at the bookstore. A new hardback book includes a Connect hw code. Purchase Connect Plus to buy the ebook with the homework code. Once you purchase the 20-digit Connect access code, register in the software. Bookmark this site; this is where you do the assignments. When you register in the HW software use your okstate.edu email address and your legal name in which you are enrolled in this course in order to receive credit on assignments. Connect help is at <http://mpss.mhhe.com/> or call 800-331-5094. If you cannot immediately purchase Connect then register temporarily; click the Register Now button, enter your okstate.edu email address, click Submit, and then use the student trial button on the bottom right to receive two weeks of trial use. You may do the homework assignments as many times as you want. The highest grade of all your attempts will be used in the grade record.
- SLIC:** The Statistics Learning and Instructional Center, SLIC, MSCS 326, provides a place for you to study, get help, and ask questions. Bring a laptop and work on the homework, practice past exams, and study for the tests. The schedule for SLIC will be provided in class and usually covers MTW afternoons. SLIC will open beginning the 2nd week of classes. The telephone number is 744-9664. You may also receive help at the LASSO Center in 214 SU. The telephone number there is 744-5333.
- posted grades:** Your grade record will be posted on brendamasters.com in a password protected file under your CWID, unless you send an email to brenda.masters@okstate.edu stating not to post. It is assumed that your signature on exams gives your permission for your grades to be posted in a secure and confidential manner. The record will be posted from one week after exam one until the end of the semester. It is your responsibility to check the grade record for accuracy during the semester.
- class attendance:** Class attendance is essential for your success in the course, so attendance is taken periodically. Bring your spiral to class to have the pages to hand in for attendance checks. If you do not miss any attendance checks, 20 points will be added to your total points; if you only miss one attendance check 10 points will be added to your total points; if you miss two attendance checks no points will be added to your total points. For the third attendance check missed 10 points will be deducted from your total points; for each additional attendance check missed an additional 10 points will be deducted from your total points. For example, if you miss 5 attendance checks, 30 points will be deducted from your total points. Students who arrive excessively late to class will not be allowed to hand in the attendance check page. Make-up attendance checks will only be provided in extreme circumstances, such as for mandatory OSU travel or extended illness. No make-up assignments will be provided unless you have perfect attendance otherwise.
- game rules:** The course is challenging. In order for as many of you to be successful as possible, there are some rules. Heads up and feet on the floor. There will be no chatting, no visiting, no sleeping, no reading the O'Collegian, no telephone use, no texting, no open laptop computers, no active touch pads, no iPod use, and no iPad use. OSU is a nicotine free campus; therefore no tobacco use will be allowed in class, at the exams, or in SLIC.