

**ELEMENTARY STATISTICS FOR BUSINESS & ECONOMICS**

- professor:** Dr. Brenda Masters, Ph.D. Meet by appointment or before/after class, communicate anytime through email [brenda.masters@okstate.edu](mailto:brenda.masters@okstate.edu) . The number to text will be provided in class.
- websites:** <http://brendamasters.com> for assignments, lessons, examples, and past tests with keys  
<https://my.okstate.edu> Online Classroom for the assignment dropbox and your grade record
- requirements:** The required items are your attention, diligence, perseverance, and concentration to learn, in addition to a computer, internet connection, and a calculator with statistical functions.
- 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 Linear Regression
- course grades:** The 700 total points in this course are comprised of three 100-point exams, a 150-point comprehensive final, 120 points on out-of-class assignments, and 130 points on attendance. 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:** There are three exams in the course during the semester, in addition to the final exam. No test grade will be dropped. If an exam, other than the final exam, is missed for a fully documented reason, the average of your other three exams will be substituted for the missed exam grade; no make-up tests will be given. To substitute the average of your other exams for a missed 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 message to verify the exam grade substitution. All students must take the final exam.
- You may bring one page of hand-written notes to each exam. Handwrite anything you want on both sides of a page to bring with you to each of the four exams. The maximum allowable size of the page is 8"x11.5". Bring a calculator and a photo ID to each exam. All your other devices, including your phone, must be off during the exams. Once your graded exam is returned to you through SLIC (326 MSCS), retain it as grade verification.
- homework:** The 12 out-of-class assignments are due to the Online Classroom Dropbox by 10pm on 12 Friday nights during the semester. The assignments are on [brendamasters.com](http://brendamasters.com) as Word documents. Do your work in the Word file and save out as a PDF file to place in the Online Classroom Dropbox. The last submitted file is the one that will be graded. Three points off for not handing in a PDF file. Do the assignments early—do not wait for the due time to submit.
- attendance:** Attendance will be measured during the class periods with the iClicker technology.
- SLIC:** The Statistics Learning and Instructional Center, SLIC, MSCS 326, open Noon-4pm M-F provides a place for you to study, get help, and ask questions. Bring a laptop and work on the homework/check your answers, practice past exams, and study for the tests. Come on in. Don't wait for the busy days.
- posted grades:** Your grade record will be posted on the Online Classroom. It is your responsibility to check the grade record for accuracy during the semester. Send an email message with any grade concern.
- expectations:** What you do matters. Take the actions necessary to be successful. Attentive student behavior is expected. Minimize distracting behaviors. No open laptops, earbuds, or sleeping.