

Busn 210, Statistical Analysis with Microsoft Excel Syllabus

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Computer requirements for this class:

1. Must have daily access to a computer with Windows based PC Excel 2013 or 2016 or Office 365.
2. You cannot use a Mac for this class. The features are significantly different in Mac Excel and are incompatible with many of the features used for statistically analysis in Excel 2013 or later versions. Because a significant majority of employers use Windows based PC computers, and because Mac Excel is significantly different than PC Excel, the Business Department at Highline must teach students with the relevant tool, PC Windows Based Excel.
3. You cannot use Excel 2010, Excel 2007 for this class. The features are significantly different in these older versions of Excel and are incompatible with many of the features used for statistically analysis in Excel 2013/16.
4. You must have daily access to a computer with high speed internet and speakers that allow you to watch the lecture videos at YouTube.
5. You must have the ability to download, store and access the many files that we will use for this class.
6. Not having access to a computer is not an allowable excuse to miss test dates. So be sure that you have a reliable computer and a backup plan if your main computer stops working.

Access to Computers:

- 1) During covid 19, the computer labs at Highline are not opened.
- 2) If you do not have access to a Windows based PC computer with the Excel program installed, you will have to submit a request to the Highline helpdesk to borrow a computer for the quarter.
 1. You send an email request to: helpdesk@highline.edu
 2. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it. You also must say that it is for the instructor Michael Girvin and the class Busn 210, item #2945.

Computer Skill requirements for this class:

1. Type quickly and know where most of the keys are on the keyboard are located
2. Save files and then retrieve those files
3. Manage multiple files
4. Are able to e-mail often
5. Browse the internet easily
6. Navigate the Canvas web site quickly
7. Download files
8. Upload files
9. Attach files to posts
10. Download and Install software

Textbook Required:

- **Title:** Essentials of Modern Business Statistics with Microsoft Office Excel, 6e
 - This is an older version of the book, and so you should be able to get an inexpensive version online. You have a full week to buy the textbook as we do not use the textbook during the first week of class.
- **Authors:** Anderson, Sweeney, Williams
- **ISBN #:** 978-1-285-86704-5

Getting Started in the class:

BEFORE you do anything you must:

1. Watch the Introductory Video & Study this syllabus here:

<https://people.highline.edu/mgirvin/AllClasses/210Excel2013/210/Busn210.htm>

Structure of Class:

1. A weekly schedule with list of: 1) Excel chapter workbook files to download, 2) YouTube class lecture videos to watch, 3) Excel Video Projects to complete, and 4) textbook chapters to read and homework problems to complete is located at the end of the syllabus.
2. Our class webs site for downloading files and watching videos is:
<http://people.highline.edu/mgirvin/AllClasses/210Excel2013/Busn210.htm>
3. Our class web site for communications, taking quizzes and uploading tests is:
<https://canvas.highline.edu>
4. Excel Video Projects and Homework are not handed in for points toward a grade. Quizzes and Tests are handed in for points toward a grade.

Studying in this class (Files, Videos, Video Projects, Homework):

Studying in this class will involve: 1) downloading Excel chapter files, 2) watching YouTube class lecture videos, 3) completing Excel Video Projects for practice, and 4) reading the textbook chapters and completing homework problems from the textbook for practice.

1. Downloading Excel chapter files

- i. Download files from the chapter links at this page:
<http://people.highline.edu/mgirvin/AllClasses/210Excel2013/Busn210.htm>
- ii. The weekly schedule with list of Excel chapter workbook files to download is located at the end of the syllabus.
- iii. You download the files BEFORE you watch the YouTube class lecture videos.
- iv. You open the Excel chapter workbook files BEFORE you watch the YouTube class lecture videos.
- v. As you watch the YouTube class lecture videos you will work in the Excel chapter workbook files to complete the examples as seen in the YouTube class lecture videos.
- vi. When you are finished watching all the YouTube class lecture videos for a given chapter, this Excel chapter workbook files will be complete. This completed file is called an “Excel Video Project”.
- vii. The Excel Video Projects are not handed in for points toward a grade. These Excel Video Projects are for your practice so that you can do well on the quizzes and tests.

2. YouTube class lecture videos

- i. Watch the YouTube class lecture videos at the chapter links at this page:
<http://people.highline.edu/mgirvin/AllClasses/210Excel2013/Busn210.htm>
- ii. The weekly schedule with list of YouTube class lecture videos to watch is located at the end of the syllabus.
- iii. The YouTube class lecture videos teach the Excel and Statistical skills for each chapter in the book.
- iv. As you watch the video you can use the rewind button, forward button, enlarge screen button and the pause button.
- v. The idea for these YouTube class lecture videos is that you should watch some of the video, hit the pause button and then practice what you see in the video in the Excel chapter workbook files.
- vi. When you are done with a given YouTube class lecture videos, you go on to the next YouTube class lecture videos.
- vii. When you are finished watching all the YouTube class lecture videos for a given chapter, this Excel chapter workbook files will be complete. This completed file is called an “Excel Video Project”.
- viii. The Excel Video Projects are not handed in for points toward a grade. These Excel Video Projects are for your practice so that you can do well on the quizzes and tests.
- ix. Below each video is a “Show More”. If you click the “Show More” button you will see a Time Hyperlinked Table of Contents. This can be particularly helpful when you need to come back to a given video and find a certain topic.
- x. After you complete all YouTube class lecture videos and Excel chapter workbook files for a given chapter, then you can read the textbook and complete the homework files from the textbook.

3. Excel Video Projects

- viii. As mentioned in the previous two sections:
 1. These are files that you complete while watching the chapter YouTube class lecture videos. These files are not handed in for points toward a grade.

4. Textbook chapters to read and homework problems to complete

- viii. The weekly schedule with list of textbook chapters to read and homework problems to complete is located at the end of the syllabus.
- ix. For Chapter 00:
 - 1. The homework worksheets are located at the end of the Excel chapter file. As you watch the videos for chapter 00, the videos show you the location of these homework worksheets in the downloaded Excel chapter workbook files.
 - 2. The reason that chapter 00 has the homework problems directly in the Excel chapter workbook files is because there is no chapter in the textbook that covers an Introduction to Excel.
- x. For chapters 1 to 12:
 - 1. For all chapters other than chapter 00, you will then read the chapter in the text book and do the homework problems that are listed at the end of the syllabus in the weekly schedule.
 - 2. For the chapter 1 to 12 homework, you will need to create a new Excel file for each chapter and complete your homework in that new file. You should create a new worksheet tab for each homework problem. For example, when doing the homework for chapter 1 in the textbook, you should create a new file named "Chapter01ExcelStatisticsHomework.xlsx" and each sheet should be named "HW1", "HW2", "HW3", etc.
 - 3. For some of the textbook homework files you will need to download the source data files. These can be downloaded from the chapter links at this page:
<http://people.highline.edu/mgirvin/AllClasses/210Excel2013/Busn210.htm>
- xi. The Homework from each chapter is not handed in for points toward a grade. The Homework from each chapter is practice so that you can do well on the quizzes and tests.

Quizzes & Tests & Grading

1. Quizzes

- i. 60 minute timed quizzes.
- ii. About 10 True/False or Multiple Choice Questions on each quiz.
- iii. Quiz covers everything up through the content covered through the given week. This means all quizzes are cumulative.
- iv. Quizzes cover everything in the class, including Statistics, Excel and Class Policy.
- v. Quizzes are located in the Home area of Canvas.
- vi. There is no backtracking on quizzes. Once you answer the question, you cannot go back and change your answer.
- vii. The quizzes can be taken at any time during the quarter. However, it is best to take the quizzes after you study each chapter. The suggested dates for quizzes are in the schedule on the last page in this syllabus.
- viii. All quizzes must be taken before the last date time for our quarter, which is the due date time for Test 3 (see schedule listed on the last page of this syllabus).
- ix. When you take the quiz, do not talk with others about the quiz, do not ask others questions about the quiz, and do not take screen shots of the quiz.

2. Tests

- i. Tests are given in Excel.
- ii. Three times during the quarter there will be a take home test that will be e-mailed out to you.
- iii. The test will be e-mailed to you as an attachment to an e-mail. You will download the file, complete the test and then upload it to Canvas. The file is an Excel Workbook File that has different problems on each sheet.
- iv. Each Test is worth 100 Points.
- v. Tests will be e-mailed out and you will have about 24 hours to complete the test (times vary – check schedule for exact dates and times).
- vi. Official testing “Send Out Dates” and “Due Dates” are listed in the schedule on the last page of this syllabus.
- vii. The test will ask you to solve Statistical problems using Excel; the tests are not Canvas True False & Multiple Choice questions.
- viii. The tests will require that you use Excel features like creating formulas, formatting cells or creating PivotTables. If you make your calculations on a hand-held calculator and type your answers in, your score will be zero. You will be graded on your Excel skills as well as your statistical skills.
- ix. Each test is cumulative, which means that when the test is sent out it will cover everything that has been covered in the class up through the “Test Send Out Date”.
- x. When you take the test, do not talk with others about the test, do not ask others questions about the test, do not copy files that are not your own, and safe guard your files so that others do not have access to them.
- xi. Tests submitted past the date-time deadline earn a 25% penalty. The Final cannot be handed in late.
- xii. All Tests must be taken before the last date time for our quarter, which is the due date time for Test 3 (see schedule listed on the last page of this syllabus).
- xiii. Exceptions for the Test Due Dates are made for documented emergencies. An Example of a document that can prove that an emergency occurred is an emergency room hospital receipt or a death certificate. Not having a reliable computer is not an excuse for handing in late tests.
- xiv. Test 2 and Test 3 are not sent to students until they complete Test 1. Test 3 will not be sent unless Test 2 is completed.

3. Canvas Gradebook is NOT Correct

- i. Do NOT use the percentage grades you see in canvas to calculate your grade.
- ii. The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
- iii. The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- iv. All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading Method for this class:

1. Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table on the right to determine your grade.
2. For example if you got 21 out of 30 in quiz 1 and 24 out of 30 on quiz 2 and 84 out of 100 on Test 1, your total points would equal 129 (21+24+84), the total possible would be 160, and your percentage of points earned would be: $129/160 = 0.81$ or if you format it with a percentage: 81% and your Decimal Grade from the table on the right would be 2.7.

3. Grading Scale:

% Grade	Decimal Grade
94.00%	4
93.00%	3.9
92.00%	3.8
91.00%	3.7
90.00%	3.6
89.00%	3.5
88.00%	3.4
87.00%	3.3
86.00%	3.2
85.00%	3.1
84.00%	3
83.00%	2.9
82.00%	2.8
81.00%	2.7
80.00%	2.6
79.00%	2.5
78.00%	2.4
77.00%	2.3
76.00%	2.2
75.00%	2.1
74.00%	2
73.00%	1.9
72.00%	1.8
71.00%	1.7
70.00%	1.6
69.00%	1.5
68.00%	1.4
67.00%	1.3
66.00%	1.2
65.00%	1.1
64.00%	1
63.00%	0.9
62.00%	0.8
61.00%	0.7
0.00%	0

Cheating:

1. Cheating will result in the student receiving a failing grade for the assignment.
2. Turning in an item you did not create is cheating.
3. Copying another person's digital item or work is cheating.
4. Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and your files and computer so that others do not have access to your work or computer.
5. During a test, do your own work, do not look at other's work, and do not talk with others (to do so is cheating).
6. Having someone take or help you with a test is cheating.
7. In accordance with the student's rights and responsibility code WAC 1321-120 <http://www.highline.edu/stuserv/vpstudents/srr.html>, the instructor has the obligation to report incidents of cheating

Course Outline from Highline College Web Site:

Graphic methods of statistical analysis. Measures of central tendency and dispersions, probability and sampling distributions hypothesis testing, and simple correlation and regression analysis. A. Introduction: What is statistics? B. Frequency Distributions C. Graphic Presentation of Data D. Measures of Central Tendency E. Measures of Dispersion and Skewness F. A Survey of Probability Concepts G. Discrete Probability Distributions H. The Normal Probability Distribution I. Sampling Methods J. Tests of Hypotheses: Large Samples K. Test of Hypotheses: Proportions L. Student's t Test: Small Samples M. Analysis of Variance N. Simple Regression Analysis O. Multiple Regression and Correlation Analysis P. Chi-Square Distribution

Student Learning Outcomes

Create descriptive tabular and visual reports that use raw data for business decision-making.

Calculate and apply probability rules for business decision-making.

Use samples and sampling distributions for business decision-making.

Make inferences based on sample data using methods such as interval estimation and hypothesis testing.

Perform regression analysis on x and y data sets for business decision-making.

Perform analysis of large data sets using Microsoft Excel for business decision-making.

Objectives for the class:

1. Learn to use Effective and Efficient Statistical Analysis with Microsoft Excel 2013 to make Business and Economic decisions.
2. Topics covered:
 - i. The Statistics topics for the class are as follows:
 1. What is Statistics (Descriptive and Inferential)
 2. Descriptive Statistics: Tabular & Graphical Presentation
 3. Descriptive Statistics: Numerical Measures (Averages and Variances)
 4. Introduction to Probability
 5. Discrete Probability Distributions
 6. Continuous Probability Distributions
 7. Sampling and Sampling Distributions
 8. Interval Estimation
 9. Hypothesis Testing (1 and 2 means, 1 and 2 proportions)
 10. ANOVA
 11. Test of Independence
 12. Simple Linear Regression
 - ii. The Excel topics for the class are as follows:
 1. Formulas & Functions
 2. Cell References
 3. Number Format as Façade
 4. Effective and efficient spreadsheet design, including Excel's Golden Rule
 5. Data Analysis features, such as PivotTables, Sorting, Filtering and Importing Data
 6. Charting in Excel
 7. Other topics
3. Putting all the topics together, the objective of the class is to have the student leave the class with an introductory knowledge of statistics and how to use the tool Excel to take the raw data they are given and convert it into useful information to help make decisions. At its essence, this class teaches how to do Data Analysis (convert raw data into useful information) using Statistical Methods and Excel. Examples of outcomes are the ability to take raw data and create useful information such as: 1) Probability Distributions based on past data that can be used to make decisions about the uncertain future, 2) Concluding statements based on sample data and hypothesis testing that can be used to make decisions about the uncertain future, 3) Simple Linear Regression models that can be used to make decisions about the uncertain future.

Student Learning Outcomes, Overview:

- i. Take raw data and create descriptive tabular and visual reports to help in business decision making.
- ii. Calculate and apply probability rules to assist in business decision making.
- iii. Take samples and use sampling distributions to help business make decisions.
- iv. Make inferences based on sample data using methods such as interval estimation and hypothesis testing.
- v. Perform regression analysis on x and y data sets to assist in business decision making.
- vi. Use Excel to take large data sets and perform analysis to assist in business decision making.

Student Outcomes for the class:

2. The overall student outcome is the ability to Effectively and Efficiently use Microsoft Excel 2013 and Statistical Methods to convert raw data into useful information for Business and Economic decision makers.
3. Understand the definition of Effective and Efficient
 - i. Effective:
 1. Accomplish the stated goal.
 2. An example of task that accomplishes the stated goal is to use the COUNTIFS function or a PivotTable to create a Probability Distribution based on past data that calculates the correct number answers.
 - ii. Efficient
 1. Accomplish the goal with the minimum number of resources and have the accomplished goal have the ability to adapt to future changes.
 2. An example of task that accomplishes the goal with the minimum number of resources is to use the COUNTIFS function with Relative and Absolute Cell References to create a Probability Distribution so that we can create **one formula** and copy that formula down the column so that we can calculate all the probabilities for the distribution with a single formula. The resource we are minimizing is the time it takes to create the solution (the Probability Distribution). A formula like =COUNTIFS(\$A\$1:\$A\$100,D2) is acceptable because we can create it one time and copy the formula down the column and it calculates the correct answer and we have time creating the solution. Creating a formula manually for all 10 probabilities would take 10 times longer to create; a Formula like =COUNTIFS(A1:A100,D2) would have to be manually entered into each cell 10 different times.
 3. An example of a task that accomplish the goal and has the ability to adapt to future changes is =SUM(A1:A5) rather than =A1+A2+A3+A4+A5. Whereas with the formula =SUM(A1:A5) if you insert a row between row one and row five it will update automatically, but the formula =A1+A2+A3+A4+A5 would not update.
4. Student Learning Outcomes for Busn 210:
 - i. Take raw data and create descriptive tabular and visual reports to help in business decision making.
 - ii. Calculate and apply probability rules to assist in business decision making.
 - iii. Take samples and use sampling distributions to help business make decisions.
 - iv. Make inferences based on sample data using methods such as interval estimation and hypothesis testing.
 - v. Perform regression analysis on x and y data sets to assist in business decision making.
 - vi. Use Excel to take large data sets and perform analysis to assist in business decision making.

5. Student outcomes from the following statistical topics:
 - i. What is Statistics (Descriptive and Inferential)
 1. Outcome: students will be able to determine what a proper data set is, define the different types of data and determine what sort of statistical techniques and best for the different data types.
 2. Outcome: Be able to create descriptive tables and charts based on past data and be able to make inferences based on sample data.
 - ii. Descriptive Statistics: Tabular & Graphical Presentation
 1. Outcomes: Be able to take historical data and make tables and charts (such as probability distributions and histograms) that help to describe what has happened in the past.
 - iii. Descriptive Statistics: Numerical Measures
 1. Outcomes: Be able to take historical data and calculate numerical measure such as average and standard deviation that help to describe what has happened in the past. Other calculations include: geometric mean, percentiles, and coefficient of correlation.
 2. Strong emphasis on understanding standard deviation as a measure of how well the mean represents its data points.
 - iv. Introduction to Probability
 1. Outcomes: basic rules of probability such as adding and multiplying rules and Bay's Theorem
 2. Outcomes: calculate expected value and standard deviation for a probability distribution
 - v. Discrete Probability Distributions
 - vi. Continuous Probability Distributions
 1. Outcomes: ability to create probability distributions & histograms based on past data to: 1) use distribution to help in decision making for unknown future and 2) to recognize patterns of distribution from past so that when data set are not available the proper distribution can be selected to make predictions.
 2. Distributions covered include: Binomial, Poisson Geometric, Uniform, Normal, Exponential.
 - vii. Sampling and Sampling Distributions
 1. Outcome: ability to take simple random samples.
 2. Outcome: Construct full sampling distribution in order to understand theory behind Central Limit theorem.
 - viii. Interval Estimation
 1. Outcome: ability to estimate a population parameter based on a sample.
 - ix. Hypothesis Testing (1 and 2 means, 1 and 2 proportions)
 1. Outcome: ability to test a claim based on sample evidence and make a reasonable concluding statement.
 - x. ANOVA
 1. Outcome: ability to test a claim about more than one population parameter based on sample evidence and make a reasonable concluding statement.
 - xi. Test of Independence
 1. Outcome: ability to test the independence of categorical variables.
 - xii. Simple Linear Regression
 1. Outcome: ability to create a Simple Liner Regression Model based on two variables (independent and dependent) can help to make predictions.
6. Student outcomes from the following Excel topics:
 - i. Formulas & Functions
 1. Outcome: ability to create basic, intermediate and advanced formulas including the study of basic formulas, built-in functions and array formulas to make statistical calculations and create summary reports.
 - ii. Cell References

1. Outcome: ability to use Relative, Absolute and Mixed Cell References to create efficient and accurate formulas.
- iii. Number Format as Façade
 1. Outcome: ability to resolve apparent Excel Number Formatting disparity in Excel when the displayed numbers are different than the underlying numbers.
- iv. Effective and efficient spreadsheet design, including Excel’s Golden Rule.
 1. Outcome: ability to set data up in a proper data set so that data analysis features such as sorting, filtering and pivot tables can be used to create useful information.
 2. Outcome: ability to use formulas when the source data will change regularly and use PivotTables when the source data does not change often.
 3. Outcome: ability to apply Number Formatting to create spreadsheet solutions that are not misleading or inaccurate.
 4. Outcome: ability to apply Excel’s Golden Rule (This rule is based of research that proves that the number one cause of spreadsheet):
 - i. If a formula input can change, put it into a cell and refer to it in the formula with a cell reference. If it will not change, you can type it into a formula.
 - ii. Always label your formula inputs to inform user of spreadsheet of what formula inputs mean.
- v. Data Analysis features, such as PivotTables, Sorting, Filtering and Importing Data
 1. Outcome: ability to use PivotTables, Sorting, Filtering and Importing Data to create useful information.
- vi. Charting in Excel
 1. Outcome: ability to create column charts, bar charts and histograms for categorical data, numeric data and probability distributions.
 2. Outcome: ability to create properly label X-Y Scatter Charts including equation and R Squared data on chart.
 3. Outcome: Ability to create charts that follow Edward Tufte’s “No Chart Junk” Rule.

Instructor Information:

Spring 2021

Michael Girvin

Email: mgirvin@highline.edu

Office Phone: 206-592-3562

Class Web Site: <https://people.highline.edu/mgirvin/>

Class Schedule

Course No.	Section	Times	End Of Class Date-Time
BUSN 135 - Business Mathematics	YCF2-LEC (12774)	Online	Mon, Jun 14, 2021, noon
BUSN 210 - Statistical Analysis	YCF2-LEC (12791)	Online	Tue, Jun 15, 2021, noon
BI 348 - Big Data Analytics With Microsoft Power Tools	YCF-LEC (12639)	Online	Wed, Jun 16, 2021, noon
Office Hours: e-mail mgirvin@highline.edu : M-F, 9AM-4PM. Phone 206-592-3562: M-Th 10 AM-3 PM.			

E-mail Rules:

You cannot e-mail the instructor except when you have a personal matter to discuss or you have a question about a quiz or test. All other questions about Busn 210 are done in the Discussions area of Canvas.

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

1. Include a subject line that includes the text "Busn 210"
2. Must be spell and grammar checked
3. Must be signed with the students name

Access Services

Highline Community College offers support services for students with disabilities to ensure access to programs and facilities. If you have questions or comments about Access Services, please contact them at 206-878-3710x 3857 or access@highline.edu. Access Services is located in Building 99 Rooms 150-185

Incomplete Policy

- 1) In accordance with Highline policy, Incomplete Contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
- 2) Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the last day of class.
- 3) The student must notify the instructor BEFORE the last day of the class in order to qualify for an incomplete.
- 4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within four weeks of the last day of class.

Last Day To Hand In Work:

- All tests and quizzes must be completed before the final day of class: Tuesday, June 15, 2021 BEFORE noon.
- The Canvas web site will be shut off after the final day of class: Tuesday, June 15, 2021 at noon.
- If you want to contact the instructor after the class is over you can e-mail Michael Girvin at: mgirvin@highline.edu

Important Dates:

Spring 2021	Important Dates
Mon, Mar 22, 2021	Tuition due date
Mon, Apr 05, 2021	Quarter Begins
Wed, Apr 07, 2021	<ul style="list-style-type: none">• Last day web registration available for adding classes• After this date: Instructor's permission is needed to add most classes
Fri, Apr 09, 2021	<ul style="list-style-type: none">• Last day to drop classes for a 100% refund• Last day to request audit status – w/instructor permission
Mon, Apr 12, 2021	First day for senior and state employee waivers to enroll
Fri, Apr 16, 2021	Last day to add a class without a Late Add Petition and late charge, unless otherwise posted in the schedule
Fri, Apr 16, 2021	Last day to drop a class without a "W" on transcript
Mon, Apr 19, 2021	Last day to request credit (CR)-No credit (NC)
Fri, Apr 23, 2021	Last day for 40% refund
Fri, May 14, 2021	Non-Instructional Day
Fri, May 28, 2021	<ul style="list-style-type: none">• Last day to withdraw from a class• Last day to add continuous enrollment classes with instructor signature
Thu, May 13, 2021 (Summer & Fall 2021)	Registration for next quarter begins.
Mon, May 24, 2021 (Summer & Fall 2021)	Next Quarter Open Enrollment begins for new students (pre-assigned registration times no longer required)
Mon, May 31, 2021	Memorial Day
Wed, Jun 09, 2021	Web Grading available to instructors through instructor briefcase
June 15-18	Final Exams
Fri, Jun 18, 2021	Quarter Ends
Tue, Jun 22, 2021	Grades are Due
Wed, Jun 23, 2021	Grades available to students online

Schedule on Next Page:

Dates	Topic	Chapter	Excel chapter files (at people web site)	YouTube lecture videos (at people web site)	Textbook pages to read	Textbook homework problems to do for practice (source data files are out the people site)	Quiz to take (in Canvas)	Test Dates (Test e-mailed out, then finished file uploaded in Canvas)
Week 1 Mon, Apr 5, 2021 to Sun, Apr 11, 2021	Syllabus and Intro Video						Quiz 1	
	Intro To Excel	Chapter 00	Chapter 00 File	Video #1			Quiz 2	
Week 2 Mon, Apr 12, 2021 to Sun, Apr 18, 2021	Data and Statistics	Chapter 01	Chapter 1 File and data source files for HW	Videos 2-5	Pages 1-25	2,3,4,5,24,25 (a,b,c)	Quiz 3	
	Descriptive Statistics: Tabular and Graphical	Chapter 02	Chapter 2 File and data source files for HW	Videos 6-15	Pages 36-97	1,2,3,6,8,21,35,39,41,42,52,56	Quiz 4	
Week 3 Mon, Apr 19, 2021 to Sun, Apr 25, 2021	Descriptive Statistics: Numerical	Chapter 03	Chapter 3 File and data source files for HW	Videos 16-24	Pages 106-165	1-6,12,13,19-22,26,27,30,35-40, 45-47,52,56,59,66,71		Test 1 e-mailed out at noon on: Thursday, Apr 22, 2021
Week 4 Mon, Apr 26, 2021 to Sun, May 2, 2021	Intro to Probability	Chapter 04	Chapter 4 Excel File and PDF file	Videos 25-29	Pages 178-217	1-9,11,12,14-16,20,22,23,25,28-33, 36,39,42,52,53	Quiz 5	Test 1 must be uploaded to: Home Page of Canvas BEFORE 9 AM on: Monday, Apr 26, 2021
Week 5 Mon, May 3, 2021 to Sun, May 9, 2021	Discrete Probability Distributions	Chapter 05	Chapter 5 Excel Files and PDF file	Videos 30-35	Pages 224-263	1,2,3,6,8,9,10,11,14,18,20,21,22,28, 35,37,58,40,43,49,52	Quiz 6	
Week 6 Mon, May 10, 2021 to Sun, May 16, 2021	Continuous Probability Distributions	Chapter 06	Chapter 6 Excel File and PDF files	Videos 37-42	Pages 268-298	1,2,3,4,6,8,9,12,14,17,21,23,40,41, 42,29,31,32		Test 2 e-mailed out at noon on: Friday, May 14, 2021
Week 7 & 8 Mon, May 17, 2021 to Sun, May 30, 2021	Sampling & Sampling Distribution	Chapter 07	Chapter 7 Excel Files and PDF file	Videos 43-47	Pages 300-337	1,4,6,11,15-22,31,35	Quiz 7	Test 2 must be uploaded to: Home Page of Canvas BEFORE 9 AM on: Monday, May 17, 2021
	Interval Estimation	Chapter 08	Chapter 8 Excel Files and PDF file & HW file	Videos 48-52	Pages 341-372	1,2,3,5,9,11-14,17,18,20,22,23,26,37,38		
Week 9 Mon, May 31, 2021 to Sun, Jun 6, 2021	Hypothesis Testing	Chapter 09	Chapter 9 Excel Files and PDF files & HW file	Videos 53-61	Pages 381-421	2,3,4,6,7,8,15,16,17,28,31,32,43	Quiz 8	
Week 10 Mon, Jun 7, 2021 to Sun, Jun 13, 2021	Note: These videos and files are from another that class that I teach (BI 348), but we will use them for our Busn 210 Chapter 12 study of Simple Linear Regression:							
	Simple Linear Regression	Chapter 12	Chapter 12 Excel Files & Power Point files & HW file	BI 348 class videos: Videos 44-49 (videos from different class)	Pages 528-553	1,2,7,11,14-16,19,20		
Week 11 Mon, Jun 14, 2021 to Tue, Jun 15, 2021	All Quizzes and Tests must be completed BEFORE noon, Tuesday, Jun 15, 2021. This is the official end to the class. No work can be handed in after this date-time.							Test 3 e-mailed out at noon on: Monday, Jun 14, 2021
								Test 3 must be uploaded to: Home Page of Canvas BEFORE noon on: Tuesday, Jun 15, 2021