Instructor: Vera Klimkovsky  
E-mail: klimkovskyv@smccd.net  
Web Site: http://userwww.sfsu.edu/~klimkovs/skyline  
Office Hours: after class

General Class Information:  
BUS 123 AA: MTWR 10:30 am – 12:35 pm  Room PH- 316. Course Reference Number: 50049

Textbooks and Materials:  
Required:  
• Elementary Statistics: Picturing the World, by Larson and Farber, 2nd Edition  
• Calculator with Statistical Functions (TI-83)  
Optional:  
• Student’s Solutions Manual by Jay Schaffer  
• Companion Web Site (www.prenhall.com/larson)

Course description:  
BUS 123 is a course in Statistics. The goal of the course is to introduce the audience to the methods of  
descriptive and inferential statistics. Univariate, bivariate and multivariate methods will be discussed. Basic  
probability theory will be introduced to bridge the gap between descriptive methods and inferences we can  
make about a population.

We’ll try to cover 10 chapters of the text. While some of the topics will be discussed thoroughly, the other  
part will be discussed briefly.

Course prerequisites:  
Satisfactory completion of Math 120 or Math 123 with a grade of C or better or appropriate score on the  
college placement test.

Course Work:  
Attendance and Participation 10 %  
In-class Assignments/Homework/Projects 20 %  
Chapter Quizzes 50 % There will be 5 quizzes (one will be dropped)  
Comprehensive Final Examination 20 % Mandatory!  
Total: 100 %

IMPORTANT: No makeup quizzes, or tests will be given (except under very serious circumstances  
which will require documented proof)! I will drop 1 lowest quiz score. You must take the Final  
Examination.

Class Attendance:  
• I will keep records of your attendance. If you should miss a class due to certain circumstances,  
please notify me either in person or by email (klimkovskyv@smccd.net) before or after class as  
soon as possible. Consistent absence from class or late arrivals may result in your disenrollment  
from class.

I reserve the right to drop you from class for nonattendance. However, it’s your responsibility to drop or  
withdraw from the class. If you stop attending without dropping/withdrawing from the class, you will  
receive a grade of “F”. No exceptions.

Syllabus is subject to change at any time. You will be notified of any changes I’ll make.
In-class Assignments / Homework / Projects:
- In-class assignments will be given on a regular basis.
- You can discuss your ideas and solutions in groups but everyone should turn in their individual work (unless stated otherwise)
- The due date to turn in your completed assignments will be announced in class.
- In addition to in-class assignments, you may also be given homework and/or projects.

Quizzes:
- Quizzes are closed books, closed notes. You are allowed one index card per quiz.
- Each quiz is about an hour long. Time and amount of work may vary. There might be review/discussion before each quiz.
- No make up quizzes! Below is a tentative quiz schedule (subject to change).

Tentative Quiz and Test Schedule:

<table>
<thead>
<tr>
<th>Quiz/Test</th>
<th>Chapters / Topics to study:</th>
<th>Day of the Quiz/Test</th>
</tr>
</thead>
</table>
| Quiz 1    | Chapter 1 Introduction to Statistics  
Chapter 2 Descriptive Statistics | June 23, Thursday |
| Quiz 2    | Chapter 3 Probability  
Chapter 4 Discrete Probability Distributions | June 30, Thursday |
| Quiz 3    | Chapter 5 Normal Probability Distributions  
Chapter 6 Confidence Intervals | July 12, Tuesday |
| Quiz 4    | Chapter 7 Hypothesis Testing with One Sample  
Chapter 8 Hypothesis Testing with Two Samples | July 19, Tuesday |
| Quiz 5    | Chapter 9 Correlation and Regression  
Chapter 10 Chi-Square Test and the F-Distribution | July 26, Tuesday |
| Final Exam | Chapters 1 – 10 (comprehensive!) | July 28, Thursday |

- The Final Exam is a comprehensive test. You can bring your index cards from chapter quizzes.
- The Final Exam is closed book, closed notes.
- You must take the Final Exam. No makeup test will be given.

Grading:
Below is the approximate guideline for the final letter grade.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Percent Accumulated</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 –100 %</td>
</tr>
<tr>
<td>B</td>
<td>80 –89 %</td>
</tr>
<tr>
<td>C</td>
<td>70 –79 %</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60 %</td>
</tr>
</tbody>
</table>

Additional Resources:
THE LEARNING CENTER at Skyline College: [http://www.smccd.net/accounts/skylc](http://www.smccd.net/accounts/skylc)
- TLC Computer Lab
- Writing and Reading Lab
- Math Assistance Lab
- Tutorial Assistance Lab

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