E370 - Statistical Analysis For Business and Economics

Indiana University, Department of Economics

Fall 2020, Syllabus

Section 8129

Instructor: Geeta Garg
E-mail: gegarg@iu.edu

Class Dates: 08/24/20 – 12/12/20
Class Time: This class does not have mandatory class meetings

Office Hours: T 4:30PM – 6:00PM and by appointment[1]

General Information

Course Description: The overall goal of this course is to introduce you to the discipline of statistics as a science of understanding and analyzing economic data and not as a branch of mathematics. The class is designed to *provide you with the tools* needed to answer real-world questions and better understand the process of scientific research and statistical inference in economics. While a good understanding of these universal statistical tools is its own reward and can find applications in many areas[2], our course will mostly discuss examples pertaining to the economics and business world (you are welcome to think about other applications and consult with me if necessary). Additionally, our focus in this course is not an in-depth analysis of a specific field of economics but *the tools* used in different areas. Therefore, be ready to see examples from different fields of economics (health, education, labor, etc.).

Our journey will start from graphical, tabular, and numerical summaries of different types of data and will take us through the topics of probability theory, population and sampling distributions, hypothesis testing, and regression analysis.

Course Objectives: At the completion of the course, you are expected to be able to:

- Translate between plain English and statistical terminology before applying any statistical tools. In other words, you are expected to be able to identify key information in the description of the economic problem and write down this information in statistical language/notation (regardless of the wording of the economic situation);
- Select a suitable statistical approach to analyze a new situation;
- Represent the data using tables and graphs, and summarize data using a variety of numerical measures;
- Understand (and implement) the process of statistical inference;
- Understand (and perform) basic model building using regression tools;

[1] If the office hours conflict with your schedule, ask for an appointment. You can also contact me via e-mail to ask questions but please realize that I may not be able to respond right away.

[2] For example, by introducing a variety of ways to summarize data in the large datasets, our course develops data analysis and presentation skills, and teaches you to express ideas in a language broadly understood by the researchers in different areas.

- Understand the role of underlying assumptions in statistical analyses;
- Use Excel to calculate numerical measures to analyze the data and proficiently read outputs produced by Excel add-ins;
- Interpret quantitative results with various levels of statistical details for the audience (using statistical terminology for the audience familiar with statistics and plain English for those who do not have special training in statistics).

Prerequisites: E201 (or S201) and M118 (or A118, or X118, or D117, or S118) are required. M119 and E202 are recommended, but not required.

Short Course Overview

This course is set up as an online asynchronous class. Students are expected to study course content posted on Canvas (for more details, please see section "Main Course Materials" below), do online assignments, and take exams given through Canvas.

This class does not have mandatory times for class meetings. Nevertheless, discussion meetings will be held on a regular basis. These meetings are optional and you can attend them as needed.

Discussion Meetings

- The main goal of discussion meetings is to help you work on Excel assignments to be submitted for a grade. If time allows or if there are questions, we can also talk about tricky concepts of the class during these times. Even though these meetings are voluntary, you are strongly encouraged to attend since we will be working on the Excel portion of the class that you will need to submit for a grade. Essentially, you can think about these meetings as a set time for you to do the work that you will anyways need to submit with or without attending a meeting.

- In an event you cannot attend, you will be able to find Excel instructions in the textbook; short Excel instructions are provided on the slides; exercises from Excel assignments are also worked out in pre-recorded videos posted on Canvas (so, you will just need to mimic the work done in the videos). Additionally, discussion meetings will be recorded and uploaded on Canvas.

- A tentative schedule of discussion meetings is provided in a table at the end of the syllabus. The schedule is subject to change depending on our progress in the class. In accordance with the tentative plan, the discussion meetings will be held on Thursdays, 10:00AM – 11:30AM, during the weeks when Excel assignments are due. The information about discussion meetings is added on Canvas. It is available in the Canvas calendar and weekly overviews. Also, reminders will be sent through Canvas announcements.

- Duration of the discussion meetings is flexible but is limited to 1.5 hours. This is mostly precautionary planning, and the actual duration depends on how much work needs to be done on a particular day. Many meetings, however, will be shorter than 1.5 hours.

All meetings will be held via Zoom. Links to the Zoom meetings are available on Canvas (see the Home page of the course). The schedule of meetings may be adjusted depending on our progress in the course. Any adjustments will be announced on Canvas.

Main Course Material

All materials necessary for this course can be accessed through Canvas. The course material mainly consists of lecture slides, pre-recorded videos discussing information on the slides, pre-recorded videos with additional discussions not included in the slides, pre-recorded videos with some Excel exercises from the slides. Additionally, Excel files demonstrating solutions to the assigned Excel and HW problems will also be posted on Canvas after the corresponding deadline.

The recommended textbook for our course: Robert A. Donnelly. *Business Statistics*, Pearson. 3^{d} Edition, 2019 (ISBN-13: 978-0134685267).

eText is included as a part of this course and can be accessed on Canvas through the link *"IU eTexts (Unizin Engage)"* on the left-sidebar.

Technology and Software

Students are expected to have access to Canvas on a regular basis and check announcements regularly to keep abreast of course evolution as any important messages will be on Canvas. Additionally, students are expected to have Excel on their devices to be able to perform calculations.

Excel: To perform cumbersome calculations, our class will utilize *Microsoft Excel* (Office 2011 or later is recommended). Excel can be accessed for free through IUB Citrix Cloud (`https://uits.iu.edu/iuanyware`). Alternatively, you can download Microsoft Office through IUB at `https://iuware.iu.edu/`, which includes Excel for your platform.

Note: Some Excel calculations in our class will require using Data Analysis add-in of Excel. Mac users might not have this option available on their computers. There are two possible solutions to this problem. First, students can try to follow instructions available on `https://support.office.com/en-us/article/load-the-analysis-toolpak-in-excel-6a63e598-cd6d-42e3-9317-6b40ba1a66b4#OfficeVersion=MacOS`. Instructions provided in this source have not been verified by me. So, I cannot guarantee they will resolve the problem. Second, students can use Excel available through IUanyWare at `https://uits.iu.edu/iuanyware`. While it should be straightforward to log in and use Excel through IUanyWare, if you experience difficulties, please, contact IU tech support (different ways of contacting the IU tech support team are listed at the bottom of the page at `https://uits.iu.edu/iuanyware`).

Canvas: The course will use Canvas for posting class announcements, homeworks, quizzes, grades, exam information, and any additional materials. I will send messages through Canvas often, so please make sure to **read these messages carefully and check Canvas regularly**.

Course Assignments

The course includes several types of assignments:

- Graded Syllabus quiz.
- Excel assignments. These assignments ask you to submit Excel files with your work for each chapter. Excel assignments will be graded on completion. So, the main require-

ment for getting a grade is that you complete all assigned exercises. It is important that you try to do your best to complete all of them to get feedback on incorrect solutions and practice with important concepts of the class.

  - Suggested solutions to Excel exercises will be posted on Canvas shortly after the deadline (folder *Solutions to Excel Problems (Slides)*).
  - I will discuss and demonstrate how to solve all exercises from the Excel assignments during discussion meetings (recording of the meetings will be uploaded on Canvas).
  - Pre-recorded videos demonstrating how to solve exercises on the Excel assignments are available on Canvas.

- Homeworks. Homework assignments will be graded on accuracy in this course. They are constructed to prepare you for the exams and include various types of questions which may as well require short answers and extensive explanations. There may be questions requiring you to analytically, graphically or numerically with the help of Excel analyze a problem. Suggested solutions to the HWs will be posted on Canvas shortly after the deadline.

- Short Quizzes. Quizzes will also be graded on accuracy in this course. These are constructed to determine your understanding of the topics covered each week. These quizzes will only have multiple choice questions. Suggested solutions to the quizzes will be posted on Canvas shortly after the deadline.

- Exams. Exams are a culmination of your work on a particular topic (-s). Obviously, exams are graded on accuracy.

- Occasional extra credit activities are possible towards the end of semester. Extra credit points will be added to the total score you earn in the class and, therefore, should be regarded as an opportunity to improve your grade (you should not, however, expect that it will be a significant portion of the grade). Extra credit activities may include, but are not limited to, extra credit questions on the HWs and exams, online quizzes, reading assignments etc. No makeups or deadline extensions will be given for extra credit activities. As of now, there are no extra credit assignments. However, if towards the end of the course, it appears that extra credit assignments are needed for score improvement, I'll be happy to create the assignments.

Please, note that ALL assignments listed above are given as quizzes on Canvas in this course. This means that you can always locate these assignments under the *Quizzes* or *Assignments* links on the left-sidebar on Canvas.

Timing on the Assignments and Late Submissions

All times/deadlines announced in this course are in local Bloomington time. Please, make necessary corrections for your time zone.

As a general rule, no extensions of assignment deadlines/HW buffer time/exam window times will be granted. But there are several other rules to allow flexibility on your assignments.

Late Submissions

Syllabus Quiz and Extra Credit Quizzes

Syllabus quiz and all extra credit quizzes have to be submitted on/before the announced deadline. No late submissions is allowed and no exceptions will be made.

Excel Assignments

Excel assignments have to be submitted on/before the announced deadline.

Homework and Quizzes

For the HWs and quizzes, there will be a 4-hour buffer added to every due date in case there are network issues while submitting your assignment. If you submit your HW or quiz after the deadline before the buffer time runs out, there will be NO reduction in the score. If you utilize this buffer but cannot see your grade displayed correctly, please contact me.

Timing

Please, note that there is no time limit set for any assignments in this course EXCEPT exams. So, you do NOT need to complete HWs, quizzes, etc in one sitting (does not apply to the exams). For example, you can start working on the HW and leave the HW without submitting it. Canvas will save all your answers. Next time, when you open the HW, you will see previously entered answers and will be able to continue working on the HW.

Timing on the Exams

The time on the exams will be limited (exact time will be announced later). You will be given a time window to allow some flexibility for your schedule. For example, the time window on the exam might be set from 8AM to 8PM on a specified day. This means that you can start working on your exam at any point during this time window. Please, make sure that you start early enough to be able to use the time allocated for the exam because the time window will not adjust.

Please, note that Canvas starts counting the time from the moment the exam quiz is first opened and continues counting the time even if you click out of the quiz. Therefore, you are advised to work on the exams without interruptions and complete them in one sitting.

Layout of the Course on Canvas

The course is set up on a modular system. Modules can be accessed through the *Modules* link on the left-sidebar on Canvas. The course includes weekly modules and several additional modules like "Getting Started" and "Excel: The Basics".

The easiest way to keep up with the course is to follow a weekly module. A weekly module is a "snapshot" of the week outlining topics covered on a given week, detailed information about slides to review, videos to watch, textbook chapters to read, etc. It also combines all assignments for a given week in one place. Whenever in doubt about what you need to do for a given week, refer to the corresponding weekly module!!!

A typical weekly module includes:

- Overview page. It explains what material is covered in the module including information about optional textbook reading, lecture videos to watch, assignments to submit, etc.
- Lecture videos and slides to review. The material covered each week is presented in several lecture videos of varying lengths. Lecture videos typically go over the material on the slides. So, the slides are also included in the module along with the lecture videos.
- Optional videos. These videos typically discuss Excel exercises presented on the slides. These videos are meant to help you work on the Excel assignments and you can refer to them as needed when you work on your Excel assignments.
- The rest of the module includes assignments. Depending on what assignments are given on a specific week, you might see an extra credit quiz, Excel assignment, weekly quiz, and/or a HW.
- Other components might also be included in a module. For example, I have included hints and notes on some HWs in several modules. As we go through the course, new components might appear within the modules.

A vast majority of module components can also be accessed through the left-sidebar of the Canvas course. For example, all files linked within a module can be found under the *Files* link. A full description of navigational links on the left-sidebar is available in the "Getting Started" module.

Two additional modules are included in the course "Getting Started" and "Excel: The Basics". All students are advised to go through the "Getting Started" module before they start working on the course material. This will help you get familiar with the sources and other useful information. This module also includes a number of surveys that all students are required to take to continue the course. "Excel: The Basics" is an optional module and students can refer to it as needed. It is added to this course to help students who need a refresher or additional practice with Excel before starting the course.

How to Study in This Course

The setup of the course as an asynchronous online class gives you a lot of flexibility. Flexibility, however, oftentimes is confused and accompanied with procrastination, intentional (when students just don't like the subject, they try to reduce the time spent on the class) or unintentional (when students get busy with other classes, the classes with flexible structure get pushed back in student's priority list). In this section, I tried to give you some advice to help organize your studies and not to fall into a procrastination trap.

First advice, try to be organized and devote time to the class on a regular basis. There are many individual circumstances which makes it not feasible to give one good scenario for everyone. But these are the things you might consider:

– Set a time to work on this class every week and try to stick to your own schedule. The weekly coursework load in this class is quite large. So, consider setting several time slots every week for this class. Some weeks will be busier than others and it is possible that you will need to watch a bunch of videos, submit an Excel assignment, a quiz, and a HW in one week. While some of these might be fairly quickly to complete, HWs, for example, are long, and you need to account for this in your schedule. From my communication with the students, taking care of all this work in one day is not easy.

– Ask yourself, how you can utilize help sources of this class. Days for the discussion meetings, and office hours, are selected in a strategic way to make them beneficial for you. For example, Excel assignments will typically be due on Sundays. The discussion meetings to work on the Excel assignments will be held on Thursdays. This timing allows you to review the theory before the discussion meeting and also complete your Excel assignment early before the deadline. So, ask yourself questions: how will I incorporate the discussion meetings/office hours in my schedule?

Second, typical weekly coursework consists of several parts. The first part is a review of the theory. The second part is practice before starting your graded assignments. The last part is, of course, on your assignments. Several comments that I wanted to bring up to your attention:

– Let's start with the initial step of reviewing the theory. To say simpler, it is an equivalent of a lecture when you are introduced with new concepts. There are two ways you can review the material in this class: either read a textbook or watch pre-recorded videos (or do both).

  Whatever you prefer, videos or textbook, always combine it with the slides. In general, all information you are expected to know in this class is on the slides. Videos go over the information on the slides and give a more extensive explanation of relevant concepts or provide examples to demonstrate concepts that may be very shortly outlined on the slides. If you have such an opportunity, I would recommend having your slides printed before you start watching videos/reading the textbook and make additional notes.

  I brought up making your own notes for a reason because many students find it very helpful. Passively watching videos does not help you develop critical thinking and practice with the course concepts in a full capability. By taking notes, you accomplish several goals – you critically evaluate the presented material and also get some practice before you start working on the assignments independently.

– The second part of your weekly coursework is practice. You will partially do it when you watch videos or read a textbook because both have many examples. Additionally, you can use weekly quizzes, extra credit quizzes, and Excel assignments for practice. The extra credit quizzes and Excel assignment have a two-fold goal. One the one hand, you earn a score. One the other hand, you practice without a cost for making a mistake.

  To make it more efficient, I recommend that you work on the Excel assignments after you finish watching videos/reviewing the slides/reading textbook. Excel exercises will typically require that you are familiar with the entire chapter (though this is not a universal rule).

– The final step of your weekly coursework will oftentimes be a HW. You need to keep in mind that this is a relatively long assignment. So, the main advice here is to start your HW early. Typically, it will be easier to approach the HW if you first finish your work on the corresponding Excel assignments and possible extra credit quizzes. Quizzes and Excel assignments will give you a practice necessary to approach HW questions with less confusion and more confidence.

One last question to be discussed is how to prepare for the exams. In this regard, please remember that exams will be constructed in a fashion similar to the HWs and will include a variety of questions including multiple-choice, numerical answers, some calculations in Excel, maybe even some open-ended questions. The difficulty of the exams will be comparable to the difficulty of the HWs.

HWs and Excel assignments serve as a very good source of practice when you are preparing for exams. Nevertheless, you should not expect that exams will phrase questions in the same way as the HWs. Also, you should not expect that only the concepts asked on the HWs will be tested. In addition to the HWs, I will post some review questions relevant to the exams. Review questions should not be viewed as a "better" source in your preparation for the exams. Instead, you should view them as an additional source and should refer to them after you review your HWs and Excel assignments.

Collaborations

Every student taking this class online must take an Honor Code survey (module "Getting Started") and agree to follow the Honor Code. The Honor Code asks if you agree to:

- submit answers that represent your own work on the assignments where collaboration is permitted (in this class, collaboration is permitted on all assignments except exams);
  - This is not intended to prohibit a discussion of these assignments. While you must submit work that is your own, you should feel free to discuss lectures and possible approaches to the problems on the assignments with others.
  - But you are not permitted to share or accept from others (including students in your class, former students, or any other people) files with solutions to the assignments and answers to the assignment problems on Canvas.
- solely rely on your own work in connection to the exams. This means that you will not accept unauthorized help from your classmates or otherwise competent people in the exams.

- not to share or discuss the content of exams with other students currently enrolled in E370/S370 until they finish their exams.

On the assignment where collaboration is permitted, you are welcome to post questions for a group discussion on Canvas under the *Discussions* link and discuss readings/HW problems/Excel assignments with your classmates, TAs and the instructor.

Course Grade

Your course grade will be based on the **total score** (out of total 800 points) you earn for:

- Departmental Final Exam (comprehensive, maximum 184 pts which is 23% of the grade);
- Three midterm exams (maximum 120 pts for each exam or 360 pts in total which is 45% of the grade);
- Eight homework assignments (maximum 20 pts for each HW or 160 pts in total which is 20% of the grade). There will be nine homework assignments in total, each worth 20 pts. The lowest homework score will be dropped and eight best scores will be counted towards your final grade;
- There will be a total of Nine Excel assignments showing your work on the assigned Excel exercises for each chapter out of which eight will be considered (maximum 7 pts for each assignment or 56 pts in total which is about 7% of the grade). The lowest excel assignment score will be dropped and eight best will be counted towards your final grade;
- About 11-12 weekly quizzes depending on how much we cover in the course (The individual points of quizzes differ depending on the length and importance of chapter but all quizzes aggregate to 32 pts in total which is 4% of the grade);
- Graded Syllabus quiz (maximum 8 pts which is about 1% of the grade) [3].

Missed assignments are counted as zero points towards your final grade.

Grade Scale: The final letter grade for the course will be based on the following scale:

Grade	Points Range	% Range	Grade	Points Range	% Range
A+	(776 - 800)	(97% - 100%)	C+	(608 - 631)	(76% - 79%)
A	(736 - 775)	(92% - 97%)	C	(544 - 607)	(68% - 76%)
A-	(720 - 735)	(90% - 92%)	C-	(520 - 543)	(65% - 68%)
B+	(696 - 719)	(87% - 90%)	D+	(496 - 519)	(62% - 65%)
B	(656 - 695)	(82% - 87%)	D	(440 - 495)	(55% - 62%)
B-	(632 - 655)	(79% - 82%)	D-	(400 - 439)	(50% - 55%)
			F	(Below 400)	(Below 50%)

I reserve a right to make *advantageous* adjustments of this scale in student's favor. Such adjustments are not meant to be applied on an individual basis and will be made for all students in the class. However, you should not rely on a possibility of such adjustment when

[3]Students who enroll in the course after the quiz deadline should contact me to take the quiz.

forming your expectations because curving is neither guaranteed nor is a regular practice in this course.

Scores on the border of the letter grade are decided in student's favor towards the higher letter grade. Please, note that this bumping up rule applies only to **the points** on the border of the letter grade, but not the percentage.

No grade pleading will be entertained in this class. I cannot deviate from the rules I apply to other students in the class. To avoid unpleasant grades in the end, please remember that every little bit helps. So, do not miss assignments and extra credit opportunities even if they don't offer a lot of points, and work hard from the start of the class.

Grade Contests: Except for the final exam, any concerns regarding grades for the exams must be contested **within a week** of posting. The window to address such concerns for the last exam will be announced later (but you should expect it to be much shorter than a week). Any concerns regarding grades for other assignments must be contested **within a week** after the deadline or after the grade is posted (whichever comes the latest). The scores become a permanent part of your record if not contested.

Exam Dates: Exam dates are tentatively set in the syllabus and are subject to change in the extreme circumstances:

Exam 1	September, 30 (W)
Exam 2	October, 21 (W)
Exam 3	November, 11 (W)
Final Exam	**December, 17 (Th)**

Topics covered in the midterms will be specified prior to each exam. Midterms are not cumulative and cover only the relevant part that was not tested in the previous midterm (-s). The Final Exam is comprehensive and covers all topics discussed in the class.

Make-up Exams and Homeworks: Typically, there will be no makeups which means that missing an assignment will result in zero points for that assignment. Students who have unforeseen medical or other emergencies beyond student control should contact me immediately to arrange their exams/other assignments to be submitted on an alternative date/time.

Important Dates

Course Deadlines: You are responsible for changing your status in the course (drop or withdraw) within school established time period. I will not be able to drop the course for you if you miss the deadline. Some important deadlines are listed below and additional information is available at `https://registrar.indiana.edu/official-calendar/official-calendar-fall.shtml`.

Add/Drop Deadline (no W grade)	Aug 30, 2020
Course Withdrawal Deadline (automatic W)	Oct 25, 2020
Complete Session Withdrawal Deadline	Dec 11, 2020

Other Important Dates:

Thanksgiving Break	November 22 – November 29, 2020 (no classes)

Some Policies and Class Rules

Emails: I reserve a right to not respond or reply with a short "Please, check the Canvas page" to the emails asking me to reiterate information from the announcement on Canvas.

Copyright: The instructor teaching this course holds the exclusive right to distribute, modify, post, reproduce, and link to course materials, including all notes, practice activities, videos, lecture slides, assignments, Excel files with solutions, and exams. You cannot distribute, post, or alter this material. You are encouraged to take notes and make copies of course materials for your own educational use. But you may not, nor may you knowingly allow others, to re-post in another forum, distribute, or reproduce content from this course without the express written permission of the instructor (this also includes providing materials to commercial course material suppliers such as CourseHero and other similar services).

Any violation of this course rule will be reported to the appropriate university offices and officials, including to the Dean of Students as academic misconduct.

Disability Accommodations: Accommodations will be made for students registered with the Office of Disability Services for Students (DSS). If you need an accommodation for a disability, then it is your responsibility to contact the DSS office and contact me to present the written supporting memorandum of accommodation from the DSS office. Note that requests for accommodations for disability must be received and authorized by your instructor no less than two weeks in advance of a need in order to allow adequate time to make appropriate arrangements. No accommodations should be assumed until authorized by your instructor. Additional information can be found at `https://studentaffairs.indiana.edu/disability-services-students/`.

Religious Accommodations: Accommodations will be made for students with religious holidays provided that the student notifies me early in the semester. Students seeking accommodations for religious observances can find the necessary form, policy statement, and calendar of religious holidays at `http://enrollmentbulletin.indiana.edu/pages/relo.php`.

Academic Integrity and Ethical Behavior: In addition to skills and knowledge, Indiana University aims to teach you appropriate ethical and professional standards of conduct and inform you of obligations in upholding the highest standards of professional and ethical integrity. You will be able to find extensive information on that in IU Code of Student Rights, Responsibilities, and Conduct (`http://studentcode.iu.edu/`).

In line with these policies, dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with academic work of other students. Whenever in doubt, ask me about the appropriateness of your actions. Students who are found dishonest will receive the most severe academic sanction consistent with IU policies.

Tentative Course Schedule

Week	Topic	Assignments	Discussion Meeting	HW Due
Week 1	Getting To Know the Course, Ch 1	Syllabus Quiz, Quiz (Ch 1)	Orientation	
Week 2	Ch 2	Excel Assgnmt (Ch 2) Quiz (Ch 2) HW1	Excel Assgnmt (Ch 2)	
Week 3	Ch 3	Excel Assgnmt (Ch 3) Quiz (Ch 3) HW2	Excel Assgnmt (Ch 3)	HW1
Week 4	Ch 4-5	Excel Assgnmt (Ch 5) Quiz (Ch 4) HW3	Excel Assgnmt (Ch 5)	HW2
Week 5	Ch 6	Excel Assgnmt (Ch 6) Quiz (Ch 5) HW4	Excel Assgnmt (Ch 6)	HW3
Week 6	Exam 1 Start Ch 7	Quiz (Ch 6)		HW4
Week 7	Ch 7	Excel Assgnmt (Ch 7) Quiz (Ch 7) HW5	Excel Assgnmt (Ch 7)	
Week 8	Ch 8	Excel Assgnmt (Ch 8) Quiz (Ch 8) HW6	Excel Assgnmt (Ch 8)	HW5
Week 9	Exam 2 Start Ch 9			HW6
Week 10	Ch 9	Excel Assgnmt (Ch 9, P1) HW7	Excel Assgnmt (Ch 9, P1)	
Week 11	Ch 9	Excel Assgnmt (Ch 9, P2) Quiz (Ch 9) HW8	Excel Assgnmt (Ch 9, P2)	HW7
Week 12	Exam 3 Start Ch 14			HW8
Week 13	Ch 14	Quiz (Ch 14 Part-I)		
Week 14	Thanksgiving Break			
Week 15	Ch 14	Excel Assgnmt (Ch 14) Quiz (Ch 14 Part-II) HW9	Excel Assgnmt (Ch 14)	
Week 16	Ch 15			HW9

Note 1: The schedule can be adjusted as needed. Any changes will be announced on Canvas.

Note 2: HWs will be posted during a week as indicated in the schedule. However, the HW will not be due until the next week.

Note 3: We will strive to maintain the following schedule for the assignments to make it easier for you to remember when to submit your work :

- Quizzes: Due on Fridays, midnight;
- Excel assignments: Due on Sundays, midnight;
- HWs: due on Tuesdays of the following week, midnight.

Note 4: A rule of thumb for the schedule of the discussion meetings. We will have them on Thursdays, 10:00AM - 11:30AM during the weeks when we have Excel assignments. Deviations from this rule are possible and will be announced on Canvas.