This summary answers most common questions about STAT1106. Read it all now, and keep it so that you can refer to it later in the semester. You should also regularly check the STAT1106 website for the latest notices. Please ask at Mathematics Enquiries, or see your lecturer or tutor, if you have any further queries.

**WARNING:** Student are expected to attend all classes and assessments for this unit. Any student whose Tutorial attendance and semester assessments are not satisfactory (that is, below 30% for assessments and 70% for Tutorial attendance) will be reported to the Sub Dean, and will be excluded from any favourable scaling in this unit.

1. **Lecturers**

   **Lecturer and Course co-ordinator** Dr Nazim Khan Rm 1.17, Mathematics and Statistics Building
   
   ph. 6488 3369, Email: nazim@maths.uwa.edu.au
   
   Lecturer Mr Marty Firth Email: marty@maths.uwa.edu.au

2. **Lecture Timetable**

   Please check your timetable. It is important that you keep to your stream, as the lecture venues are all full.

3. **Expected Outcomes**

   At the end of this unit the student should:
   
   - understand the concepts and methods used in analysis of business data;
   - be able to apply these methods to a given data set;
   - be able to interpret and report the results.

   The above generic skills will be tested in all assessments in this unit.

4. **Undergraduate Information**

   Information for Undergraduate students in Mathematics and Statistics is available from https://www.maths.uwa.edu.au/students/undergraduate/index.html.

5. **Prerequisites**

   The standard prerequisite for STAT1106 is a pass in either TEE Applicable Mathematics, or ECON1111 Quantitative Methods for Business and Economics (or equivalent). As a consequence, we assume some competence in numerical calculations and manipulating algebraic expressions, as well as some familiarity with the basics of probability. If you are lacking in these areas, you must take responsibility yourself for catching up. **If you do not have the prerequisites please see the lecturer immediately.**

6. **Textbook**

   Black, Asafu-Adjaye, Khan, Perera, Edwards, Harris, *Australasian Business Statistics*, (2007) John Wiley. I recommend you have ready access to a copy, as I am going to use it throughout this unit. The book comes with a comprehensive online programme that you will have access to via WebCT. Three copies of the book are on closed reserve in the Business Library.

7. **Lectures** (4 each week)

   The lecturer will indicate what is required to complete the unit successfully and emphasise key concepts, together with additional examples, background and motivation, while sharing his experience and expertise in the subject area. Case studies will form an integral part of the lectures. Announcements about the unit are also made in lectures.

   **DO NOT MISS CLASSES, OTHERWISE YOU WILL QUICKLY FALL BEHIND.**
8. **Tutorials** (1 hour each week, beginning in Week 2)

You will benefit **most** from tutorials if you attempt the tutorial questions beforehand, and are prepared to enter into discussion with the class and tutor. You will benefit **least** if you come along unprepared, “waiting for something to happen”. Remember that at the tertiary level, you are **responsible for your own learning**, although the tutor will readily give you guidance. Do not hesitate to approach the tutor to discuss your progress or special difficulties.

**You are required to submit written solutions to Tutorial Questions from the Tutorial Sheet every week (except weeks 7, 11 and 13).** This will be awarded a mark of 0 or 1 by your tutor and returned to you in the Tutorial, and will contribute a mark of 10% towards your final mark in this unit. In this way both you and I will get immediate and continuous feedback on your progress. There will also be a mark for every Tutorial that you attend.

**Your Tutorial Solutions must be accompanied by a cover sheet that is available online.**

Your tutor keeps attendance rolls and also marks your assignment. You must be allocated to a tutorial to ensure your assessments are marked. **If you do not have a tutorial allocation your assessments will not be marked and you will receive a mark of zero for them.**

9. **Computer Lab sessions** (1 hour each week, beginning in Week 2)

You must be allocated to a Computer Lab session to ensure that you are guaranteed access to a computer, in particular for the Excel Test. In each laboratory class you will complete work that is set out in a laboratory sheet, and submit the laboratory sheet with your weekly Tutorial Question for assessment.

During Week 1, you are required to visit the Mathematics Computing Lab (MCL) and read the **Conditions of Use** for the MCL. You must abide by the Conditions of Use at all times in the MCL. If you have not used Excel before, use Week 1 to work through an Excel Tutorial (there are several good ones available on the web— for example, see [http://einstein.cs.uri.edu/tutorials/csc101/pc/excel97/excel.html](http://einstein.cs.uri.edu/tutorials/csc101/pc/excel97/excel.html)).

As a STAT1106 student, you are also entitled to use the MCL for extra STAT1106 work only at times when the computers are not reserved for other users.

10. **Excel**

Training in the use of a statistical package is now an **essential aspect of all statistics courses**. In STAT1106 we use Microsoft Excel 2007 for this purpose, because it is easy to use and already partly familiar to many students. In the weekly computer labs, you will be introduced to the statistical commands in Excel and the Kaddstat add-in, and will use Excel for illustration of statistical concepts and data analysis. **If you have no experience with Excel**, work through an online Excel Tutorial **before** your first Computer Lab in Week 2.

An introduction to Excel will be given in the first few lectures.

Your knowledge of Excel will be assessed **directly** in the each Short Test (see item 14) and the Assignment, and the Final Exam will contain questions incorporating Excel output.

11. **Calculators**

Calculators are useful in this unit for work during the semester. Very simple calculators, capable of the basic arithmetic operations, are quite sufficient – you do not need special statistical or other functions. You are advised:

(a) not to become too dependent on calculators for doing simple arithmetic;

(b) always to perform some quick check to satisfy yourself that the answer provided by your calculator is believable;

(c) **programmable calculators will not be allowed during exam and tests.** Present your calculator at the Mathematics Reception to obtain an “approved calculator” sticker. **Only calculators with an ”approved calculator” sticker will be permitted in short tests and the Exam.**

12. **Assignments**

As part of your assessment (see item 14), there will be **one** Assignment during the semester, worth 10% of your total assessment. The assignment will be in the form of a project report involving data analysis using techniques
covered in this unit. You will receive the assignment early and work on it throughout the semester. Some laboratory sheets will specifically cover work for the project.

Cover sheets for your assignment solutions will be available online later in the semester.

13. **Short Tests**

There will be three computer based Short Tests during the semester. The Short Tests will cover lecture material and use of Excel from previous weeks.

14. **Assessment**

Your final mark in STAT1106 will be made up as follows:

<table>
<thead>
<tr>
<th>Assessment Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Tutorial Questions</td>
<td>10%</td>
</tr>
<tr>
<td>Tutorial Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>1 Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>3 Short Tests @ 5% each</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (3 hours) in June exam period</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Assessments that are submitted late will be awarded a mark of zero unless a special consideration is awarded by your Faculty.

15. **Miscellaneous**

Course Material All relevant course material will be available online only. This includes Tutorial Sheets, Laboratory Sheets, Lecture handouts, and some Lecture notes. None of the course material will be printed out and distributed to the class. It is your responsibility to print off Lecture notes and Examples so that you can follow lectures.

Statistical tables: The SEA Tables Book omits some tables needed for the later parts of this unit. The textbook (Appendix A) does have all the required statistical tables and they can also be obtained using Excel. Table books will be provided in the final exam if needed.

16. **University and Faculty Policies** It is your responsibility to be familiar with ALL University and Faculty policies that apply to you as a student. In particular note the following:

- University’s Guidelines on Academic Misconduct
  http://www.ecm.uwa.edu.au/for/students/plagiarism
- Faculty policy on Assessment Practices (including scaling policy)
  http://www.ecm.uwa.edu.au/for/students/assess
- Faculty policy on Appeals and Supplementary exams

In particular note that supplementary exams will not be granted in this unit except if this is the last unit for the degree taken in the last semester of study and the student has achieved a mark between 45-49.

- Charter of Student Rights and Responsibilities
  http://www.secretariat.uwa.edu.au/home/policies/charter

Dr Nazim Khan
STAT1106 Co-ordinator
July 2007