



Carleton
University

Sprott
School of Business

BUSI 5801 A **Statistics for Managers** **FALL 2024**

It is the student's responsibility to read this course outline before the first class. Unless the student informs the instructor otherwise, it is assumed that the student agrees to the terms specified in this course outline.

Instructor: Ernest Kwan
Email: ernest.kwan@carleton.ca
Phone: 613-520-2600 x3007
Office: NI 6030
Office Hours: TBA

Class Meeting: Tue. 11:35 to 2:25, starts Sept. 10

Modality: In person classes

Course Calendar Description: (From [2024/25 graduate calendar](#)) Techniques for using data to make an informed use of statistics. Applications, interpretation, and limitations of results. Sampling, descriptive statistics, probability concepts, estimation and testing of hypotheses and regression, using practical business situations.

Course Prerequisites: No prerequisite courses. Students are expected to know basic math (e.g., order of operations, solving for one unknown variable in one equation).

Learning Objectives: To understand fundamental data analysis results, To recognize limitations in statistics

Required Materials: Reliable internet access, computer with video conferencing capabilities (i.e., camera and microphone).

Final Exam Date: The exam is during the F1 examination period. Any missed exam will be addressed according to school policy.

Drop Course Policy: The deadline for academic withdrawal follows the dates prescribed by Carleton University: <https://calendar.carleton.ca/academicyear/>

Grading Scheme:

Quizzes	60%
Exam	40%
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TOTAL	100%

Quizzes: Quizzes are intended to deepen the student's understanding of the course content. Thus, students are expected to review lecture notes to help complete quizzes. These quizzes entail individual work, not group work; each student should work individually.

Late or missed quizzes: Because solutions are posted after the quiz deadline, late or missed quizzes are not accepted; they receive a mark of 0.

Exam: Exam questions are similar to quiz questions, but exam questions are generally more difficult. Additional information about the exam will be given during the course.

Mark reappraisal: If a student would like to reappraise a mark, please inform Ernest by email within 3 calendar days of receiving the mark. This email must explain the disagreement with the original evaluation. Only reappraisals that comply with these instructions will be processed.

Preparation and Participation: It is strongly recommended that students attend all lectures and participate in class discussions.

Course Schedule in Ottawa time:

Week	Tuesdays 11:35 AM - 2:25 PM
1	Sep 10 Lecture
2	Sep 17 Lecture / Quiz 1 is due*
3	Sep 24 Lecture / Quiz 2 is due*
4	Oct 01 Lecture / Quiz 3 is due*
5	Oct 08 Lecture / Quiz 4 is due*
6	Oct 15 Lecture / Quiz 5 is due*

* At 11:35 AM, Ottawa time.

Contribution to Program Learning Goals ([MBA](#)):

The purpose of this section is to explicitly address the connection between individual courses and program-level learning goals. We ask that you consider whether and how each of the six program-level learning goals is addressed in your course. For each learning goal, choose one of the following options. Indicate your choice by removing the check marks from the non-selected options:

- Not Covered** Learning goal is not addressed in the course, or addressed only minimally.
- Introduced** Course introduces content related to the learning goal but does not focus on it OR activities included in the course serve to cultivate this skill incidentally.
- Taught but not Assessed** Course contributes explicitly and meaningfully to student achievement of the learning goal but is not the point where competency is formally assessed.
- Taught and Assessed** Select this option if the course has been designated by the MBA CRC as the point where achievement of the learning goal will be assessed.

MBA Learning Goal	Not Covered	Introduced	Taught but Not Assessed	Taught and Assessed
MB1 Leadership and Collaboration <i>Graduates will be equipped for leadership and collaboration.</i>	x			
MB2 Communication <i>Graduates will be effective communicators</i>		x		
MB3 Critical Thinking and Problem Solving <i>Graduates will be skilled in critical thinking and problem solving.</i>				x
MB4 Functional Knowledge <i>Graduates will have functional knowledge of all areas of business.</i>	x			
MB5 Global Business <i>Graduates will have an appreciation of the global environment of business.</i>	x			
MB6 Ethical Reasoning <i>Graduates will be skilled in ethical reasoning and decision-making.</i>	x			

ADDITIONAL INFORMATION

Course Sharing Websites:

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Recommended Calculator for Examinations:

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group Work:

The Sprott School of Business encourages group assignments. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, followership and other group skills. Group assignments are also an effective way to learn integrative skills for putting together a complex task. Your professor may assign one or more group tasks, assignments, or projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Letter Grades:

In accordance with the Carleton University Undergraduate Calendar (p. 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59	F = Below 50
A = 85-89	B = 73-76	C = 63-66	D = 53-56	
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52	

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations:

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation:

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

- Pregnancy**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>
- Religious Obligations**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: <https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf>
- Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. <https://carleton.ca/pmc/>
- Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/sexual-violence-support/>
- Student Activities**

Carleton University recognizes the substantial benefits, to both the individual student and the university, that result from participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: <https://students.carleton.ca/course-outline/>

Academic Integrity:

Violations of academic integrity—presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student—are a serious academic offence, weaken the quality of the degree, and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize

themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>

Centre for Student Academic Support:

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: <https://carleton.ca/csas/>

Other Important Information:

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton cmail account. If you do not have or have yet to activate this account, you can do so by visiting <https://carleton.ca/its/get-started/new-students-2/>