



## **BUSI 5801 A** **Statistics for Managers** **FALL 2023**

Please read this course outline. Unless you, the student, inform the instructor by the first class otherwise, it is assumed that you understand and agree to the terms specified in this course outline.

**Instructor:** Ernest Kwan  
**Email:** [ernest.kwan@carleton.ca](mailto:ernest.kwan@carleton.ca)  
**Phone:** 613-520-2600 x3007  
**Office:** NI 6030  
**Office Hours:** Thu. 7:45-8:45 PM, on Zoom, <https://carleton-ca.zoom.us/j/8052504786>; starts Sept. 7

**Class Meeting:** Wed. 11:35 to 2:25, NI 3040; starts Sept. 6

**Modality:** In person classes

**Course Calendar Description** (according to the [2023-2024 Academic 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). Also see e-proctoring below.

**Final Exam Date:** The exam is during the F1 examination period, on October 18. Any missed exam will be addressed according to school policy.

**Drop Course Policy:** The deadline for academic withdrawal is September 12<sup>th</sup>.

**Grading Scheme:**

Assignments	40%
Exam	60%
<hr/> TOTAL	<hr/> 100%

**Assignments:** Assignments involve topics from the course. Solutions are based on material you have learned. You are not expected to use additional resources to do assignments, instead please review your lecture notes. Accordingly, assignments are intended to solidify your understanding of the course material. Work on assignments on your own, do not collaborate with others. If you need help with assignments, please attend the office hours.

**Late Assignments:** Because solutions are posted after the assignment deadline, late assignments are not accepted (i.e., get a mark of 0).

**Exam:** Exam questions have a similar format to assignment questions, but exam questions are generally more difficult. More information about the exam will be given during the course.

**Mark Reappraisal:** If you would like to reappraise a mark on an assignment or the exam, please inform Ernest by email within 3 calendar days of receiving the mark. This email must explain the disagreement with the original evaluation. Requests after the 3 days will not be accepted. This deadline ensures timely administration of the course.

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

**Course Schedule in Ottawa time:**

Week	Wed. 11:35 AM - 2:25 PM
1	Sep 06      Lecture
2	Sep 13      Lecture / Assignment 1 is due*
3	Sep 20      Lecture / Assignment 2 is due*
4	Sep 27      Lecture / Assignment 3 is due*
5	Oct 04      Lecture
6	Oct 11      Lecture

\* At 11:35 AM, Ottawa time.

**e-Proctoring:** Please note that tests and examinations in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>. The minimum computing requirements for this service are as follows: Hardware: Desktop, or Laptop; OS: Windows 10, Mac OS 10.14, Linux Ubuntu 18.04; Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge; Internet Connection (High-Speed Internet Connection Recommended); Webcam (HD resolution recommended); Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windows-based tablets are not supported at this 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
<b>MB1 Leadership and Collaboration</b> <i>Graduates will be equipped for leadership and collaboration.</i>	x			
<b>MB2 Communication</b> <i>Graduates will be effective communicators</i>		x		
<b>MB3 Critical Thinking and Problem Solving</b> <i>Graduates will be skilled in critical thinking and problem solving.</i>				x
<b>MB4 Functional Knowledge</b> <i>Graduates will have functional knowledge of all areas of business.</i>	x			
<b>MB5 Global Business</b> <i>Graduates will have an appreciation of the global environment of business.</i>	x			
<b>MB6 Ethical Reasoning</b> <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.

*If peer evaluation will be used as an input when assigning grades to group work, specify the procedure. See the example below:*

#### Peer Evaluation for Group Work

To deter social loafing and ensure fairness in grading, you will be asked to assess the contribution of your fellow group members. This information will be used when assigning the grade for the final project. The procedure is as follows: Each student should take 100 points and allocate those points to the various members of the group (including him/her/themself) to reflect the contributions made by each member. For instance, if there are four members in a group and everyone contributed equally, each individual would receive 25 points. Conversely, if an individual contributed relatively little, the remaining group members might allocate few points to that member. To ensure that these peer evaluation scores are reasonable and free from personal bias, you will be asked to provide a detailed written explanation for your point allocation.

### 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:**

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](mailto: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/>