



## BUSI 5801 Statistics for Managers F 2020

**Instructor:** Ernest Kwan  
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**Office:** 912 Dunton  
**Office Hours:** Thursdays, 9:00-10:00 PM, Ottawa time, on Zoom (see schedule below)

**Modality:** 50% of lectures are pre-recorded  
50% of lectures are delivered in real time

**Course Calendar Description:** 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.

### Learning Objectives:

To understand fundamental data analysis results  
To recognize limitations in statistics

**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).

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

**Final Exam Date:** There is an exam during the F1 examination period, on Wednesday Oct 21<sup>st</sup>, 2020 at 8:35 AM, Ottawa time. Any missed exam will be addressed according to school policy.

### Course Schedule in **Ottawa time:**

Week	Wed. 11:35 AM - 2:25 PM on CULearn		Thu. 9:00 - 10:00 PM on Zoom		
1	Sep 09	Pre-recorded lecture	Sep 10	Office hour	
2	Sep 16	Pre-recorded lecture	Assignment 1 due *	Sep 17	Office hour
3	Sep 23	Pre-recorded lecture	Assignment 2 due *	Sep 24	Office hour
4	Sep 30	Live lecture	Assignment 3 due *	Oct 01	Office hour
5	Oct 07	Live lecture	Assignment 4 due *	Oct 08	Office hour
6	Oct 14	Live lecture		Oct 15	Office hour

\* At 11:35 AM, Ottawa time.

**Grading Scheme:**

Assignments	40%
Exam	60%
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TOTAL	100%

Assignments: Assignments involve topics from the course. Solutions are based on material you (the student) 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:** To accommodate students that cannot be in Ottawa, some lectures are pre-recorded. Lectures that entail class discussions are delivered live. A recording of the live lectures will also be posted, approximately 24 hours after the live presentation. To maximize your learning, however, it is strongly recommended that you attend the live lectures and participate in discussions.

**Drop Course Policy:** The deadline for academic withdrawal is the last day of classes (each term).

## 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

### 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:

<https://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 email 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/>