

BUSI 5801 Fall 2023

Statistics for Managers

Course Syllabus



1. **Course Title**

Statistics for Managers

2. **Course Credit**

0.25 credits

3. **Prerequisites**

None

4. **Course Professor**

Name: Linda Schweitzer

Title: Professor, Management and Strategy

Email: linda.schweitzer@carleton.ca

5. **Course 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.

6. **Course Rationale**

This course focuses on making informed use of statistics. This course will present how to apply basic statistical methods, how to communicate your analyses, and think critically about statistics that are presented to you. In a data-rich world, understanding the basics of data, sampling and analytic methods, as well as their limitations, supports better-informed decision-making.

7. **Course Objectives**

After successfully completing this course students will be able to:

CO 1 Demonstrate the underlying mechanisms in basic statistics

CO 2 Determine how to communicate and display statistical information

CO 3 Evaluate fundamental data analysis results

CO 4 Recognize the assumptions and limitations underlying basic statistical operations

CO 5 Interpret the relevance of statistical findings

8. Course Modality: Asynchronous

This is a fully online course where instructors and students share information, ideas, and learning experiences in a virtual course space. Asynchronous courses do not require participation in scheduled meetings. However, students are expected to remain up to date with the deadlines and due dates provided by the instructor. This course requires high-speed Internet access and a computer.

Technical Skills:

- Knowledge of how to transfer and share files
- Understanding of digital storage software
- Advanced word processing skills
- Digital presentation skills

For more information on these expectations, please see the following pages:

- [Essential Technological Skills for Students](#)
- [Learning in an Online Environment](#)
- [Get Microsoft Office for Students](#)

9. Course Map

Module	Topic	Reading	Activity	Deliverables
1	What's the story? Probability	Chapter 1 Chapter 8 (8.1 to 8.4)	Practice Problems	• Discussion
2	Data	Chapter 2	Practice Problems	• Quiz
3	Sources and sampling	Chapter 3	Practice Problems	• Quiz • Discussion
4	Summarizing and communicating (categorical)	Chapter 4	Practice Problems	• Quiz
5	Summarizing and communicating (quantitative)	Chapter 5	Practice Problems	• Quiz • Discussion
6	Relationships	Chapter 6	Practice Problems	• Quiz
7	"Predictions"	Chapter 7	Practice Problems	• Quiz • Discussion

10. Materials

Textbook

Sharpe, De Veaux, Velleman & Wright (2021), *Business Statistics*, 4th Canadian Edition, Pearson Education, United States: ISBN-13: 9780136964032

Note: You will only need the eText version of this text:

<https://www.pearson.com/store/p/business-statistics-fourth-canadian-edition/P100002962598/9780136964032>

11. Grading Scheme

Activity Type	Percent of Total Grade
6 Quizzes at 11% each (Modules 2 – 7)	66%
4 Discussions at 8.5% each	34%
Total	100%

Grading

The [Carleton University grading system](#) will be used to determine your final course grade. Letter grades correspond to the following:

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

Final grades in this course are determined by the course instructor and must be approved by the Dean. Grades submitted by the instructor are subject to

revision and should not be considered final until they have been approved by the Dean.

Late Deliverables

To ensure fairness to all students, penalties will be applied to late deliverables: Failure to submit an assignment on time will result in an initial penalty of five (5) percentage points, followed by an additional (2) percentage points per day thereafter. For example, an assignment that would normally merit a grade of 80% would receive a grade of 75% if submitted after the deadline on the due date, 73% if submitted the following day, and so on.

Requests for extension without penalty will be considered in cases of illness, family emergency, or other exceptional circumstances.

12. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

13. Contribution to Program Learning Goals

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

14. Group Work

Group work offers opportunities to develop interpersonal, collaboration, communication, leadership, and other abilities. It is also an effective way to learn integrative skills to address complex tasks. Your professor may assign one or more group tasks, assignments, or projects in this course.

Before embarking on a specific task as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Peer Evaluation for Group Work

To deter social loafing and ensure fairness in grading, you will be asked to assess the contribution of other 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 may be asked to provide a detailed written explanation for your point allocation.

15. Communication

Brightspace and email are the primary means of communicating with the instructor. See the [Student Support Site](#). Please do not call the instructor's office phone.

To respond to your emails, instructors and administrators need to see your full name and Carleton University ID. For this reason, it is important to send all messages 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/>

Instructor Response Times

Assignments will be graded with feedback (if needed) within a week. Expect to receive a reply to your question(s) within 24 hours, Monday through Friday, unless otherwise posted by the instructor.

Netiquette (Online Etiquette)

Please use the following rules of netiquette as you post to online discussions and send messages to your instructor and fellow students in the course:

Use **professional language**. Be positive and constructive in your feedback to replies to students. Be polite by including please and thank you. Use inclusive language and terminology.

Try not to use all caps- ALL CAPS comes across as shouting to the reader. Use "**bold**" formatting to emphasize words instead.

Use **proper language and titles**- no slang or profanity. Even if a word is one you consider to be "not so bad", it could be offensive to others.

Review posts and messages before saving. Check for grammar and spelling errors and restate your message when necessary.

Ask for clarification. If you do not understand an assignment or feedback from me, please ask for clarification. I will do my best to word my posts/messages as clearly as possible, but in an online environment, I cannot "see" if my messages are being understood.

16. Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and related matters can be found at:

<https://calendar.carleton.ca/grad/gradregulations/>

17. Requests for Academic Accommodation

Carleton University is committed to academic accessibility for all individuals. Academic accommodation refers to educational practices, systems, and support mechanisms that accommodate diversity and difference and allow students to perform the essential requirements of their academic programs. The processes for submitting these requests 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, please 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, please 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 that requires academic accommodation 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 due date of the first assignment or exam for which you require accommodation. After requesting accommodation from PMC, be sure to communicate with your instructor to ensure that the necessary accommodation arrangements are in place. <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/>

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

18. Academic Integrity

Carleton University's Academic Integrity Policy defines plagiarism as "*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own.*" This includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of plagiarism include, but are not limited to:

- Any submission prepared in whole or in part by someone else;
- Using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment;
- Using another's data or research findings without appropriate acknowledgement;
- Failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

Violations of academic integrity also include:

- Using unauthorized material when completing an assignment or exam,
- Fabricating or misrepresenting research data;
- Unauthorized co-operation or collaboration, and;
- Completing work for another student.

Academic integrity violations constitute a serious academic offence, weaken the quality of the degree, and will not be tolerated. Penalties may include; a failing grade for 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, and; expulsion from Carleton.

Students should 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/>

19. Course Copyright

Materials used in this course—including lectures, PowerPoint presentations, discussions, learning activities, posted notes, case studies, assignments, and exams—are copyright protected and remain the intellectual property of their respective author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Students registered in this course may take notes and make copies of course materials for their own educational use only. Students may not reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

20. Student Academic Support

The Centre for Student Academic Support (CSAS) is a collection of support services designed to help students achieve their goals and improve their learning. CSAS can help you with academic reading, academic writing, critical thinking, time management, and more. For complete information on their workshops and other services, please visit: <https://carleton.ca/csas/>

21. Equity and Inclusion

All members of the Carleton University community share responsibility for ensuring that the University's educational, work and living environments are free from discrimination and harassment. Should you have concerns about harassment or discrimination relating to your age, ancestry, citizenship, colour, creed (religion), disability, ethnic origin, family status, gender expression, gender identity, marital status, place of origin, race, sex (including pregnancy), or sexual orientation, please visit the Department of Equity and Inclusive Communities website at <https://carleton.ca/equity/>.