

STA 2023 / 0014: Fundamental Business Statistics

- INSTRUCTOR INFORMATION

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- GRADER INFORMATION

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- COURSE INFORMATION

- Course name: STA 2023 – Section 14: Fundamental Business Statistics
- Class meetings: Classes will be uploaded in the form of videos on Canvas course website
- Course link: <https://canvas.fsu.edu/courses/136563>

- COURSE DESCRIPTION

Credit Hours: 3

- Prerequisite: None, but we recommend two years of high school algebra.
- Special Note: High school students who earn a “3” or better on the AP Statistics exam will be given credit for STA 2023.

The course covers statistical applications in business, involving graphical and numerical descriptions of data, data collection, correlation and simple linear regression, elementary probability, random variables, Binomial and Normal distributions, sampling distributions, and confidence intervals and hypothesis tests for a single sample.

The purpose of this course is to prepare students for further study and job preparation in the field of Business. It will emphasize understanding of data and interpretation of statistical analyses. It will require students to think of data, and report the results of their analyses, in context.

- LEARNING OBJECTIVES

This course has been approved to meet FSU’s Liberal Studies Quantitative and Logical Thinking requirements and is designed to help you become a critical analyst of quantitative and logical claims. In order to fulfill the State of Florida’s College mathematics and computation requirement the student must earn a “C-” or better in the course. By the end of the course, students will:

1. Select and apply appropriate methods (i.e., mathematical, statistical, logical, and/or computational models or principles) to solve real-world problems.
2. Use a variety of forms to represent problems and their solutions. The above two competencies will be assessed in the Liberal Studies Quantitative Assessment for STA 2023, which includes a written summary of results.
3. Use descriptive statistics and graphical methods to summarize data accurately.

4. Use inferential statistics to make valid judgments based on the data available.
5. Describe the goals of various statistical methodologies conceptually.
6. Apply statistical techniques in the context of business processes, everyday life, and further studies in their discipline.
7. Develop a healthy skepticism toward statistical studies and their results based on a sensible consideration of the techniques employed.

- **TEXTBOOK INFORMATION**

- Textbook: The Practice of Statistics for Business and Economics, Fourth Edition 2016, by Moore, McCabe, Alwan, Craig, Duckworth
- Publisher: Macmillan W. H. Freeman
Purchasing the textbook is **NOT** mandatory.

- **REQUIRED MATERIALS**

- **The class will be taught remotely, asynchronously.** Listening to the class videos from the course website, and participation by asking and answering questions in person or on discussion boards is important. A student will be responsible for everything is covered in the class videos. It is expected that the students approach the instructor with any questions they have after listening to a lecture video.
- A graphing calculator, preferably a TI-84. **Use of calculator is mandatory.** Students will need to use a calculator starting week 3, and it should be arranged accordingly.
- Access to Canvas course website is mandatory. All the homework assignments and course material will be uploaded on the course website. Important announcements will be made via the course website as well. **It is a responsibility of the students to check the course websites for any updates every day. It is advised that students should turn on the applicable notification settings on your Canvas course site so that they don't miss anything.**

- **EMAIL & COMMUNICATION**

Please turn on the course notifications in Canvas by going to Account / Notifications / and checking the Notify me right away option for all of the items under Course Activities.
You may expect a response to your email within two work days.

- **GRADING**

Assessments that are not taken, and assignments that are not submitted, will receive a grade of zero. When a missed assessment/assignment is made up, the zero will be replaced with the earned grade.

Grading Structure:

Graded Assignment Type	Percentage of Total Grade
Homework Assignments	15%
Liberal Studies Quantitative Assessment (LSQA)	10%
Exam 1	20%
Exam 2	20%
Exam 3 (Final Exam)	20%
Class participation	15%
Extra Credit	5%

- Homework Assignments:

- * Homework assignments will be announced on Canvas course website.
- * Homework assignments are open assessments, which means that you can discuss the homework with your classmates, but each student must submit his/ her own work.
- * Late submissions will not be accepted unless arrangements have been made with the instructor **prior to the due date**.
- * Lowest homework grade will be dropped during the final grade calculation.

– Liberal Studies Quantitative Assessment (LSQA):

As noted in the course objectives, this course has been approved to meet FSU's Liberal Studies Quantitative and Logical Thinking requirements and is designed to help you become a critical analyst of quantitative and logical claims.

Liberal Studies Quantitative Assessment (LSQA) will assess you for the first two course objectives. The assessment will be administered during weeks 7-10 of the semester. The topics will be announced later.

– Exams:

- * Exams 1 and 2 will be scheduled in week 6 and week 11 tentatively.
- * Final exam will be available in the Finals week. It will be administered online.
- * You will need access to TI-84 or equivalent calculator for the exam.
- * All the exams will be open book/ open notes and would allow 2 attempts.
Exams will be "open-book" which means that the following resources may be used during quizzes: class notes, homeworks, personal notes (these are notes that you can take while preparing/studying for quizzes), textbooks.
Resources that may not be used during quizzes: any and all people (including classmates etc.), the internet
- * Exams are mandatory for passing the course. A make-up can be scheduled for missed exams due to technical issues. It is a responsibility of student to let the instructor know if he/ she is going to miss the exam due to foreseen unavailability of network/ essential technology, so that make up can be arranged. If a technical issue arises while the exam is in progress, please let the instructor know immediately to avoid further complications.

– Class Participation:

- * A class engagement quiz will be available every week, which is in place to keep a track of your regular engagement in class. These quizzes will be based on lecture videos and will contain easy multiple choice questions/ open ended questions that can be answered easily if you have listened to the video attentively.
- * Class participation points will also be awarded for participating in the discussion boards by asking as well as answering questions, or asking questions in person.

– Extra Credit: Extra credit assignments are possible. These assignments will be announced via Canvas.

● FINAL COURSE GRADE STRUCTURE

Final numerical score will be rounded up to the next integer and letter grade will be awarded based on this rounded up score.

Grade assigned	Final score
A	100% to 93.0%
A-	Less than 93.0% to 90.0%
B+	Less than 90.0% to 87.0%
B	Less than 87.0% to 83.0%
B-	Less than 83.0% to 80.0%
C+	Less than 80.0% to 77.0%
C	Less than 77.0% to 73.0%
C-	Less than 73.0% to 70.0%
D+	Less than 70.0% to 67.0%
D	Less than 67.0% to 63.0%
D-	Less than 63.0% to 60.0%
F	Less than 60.0% to 0.0%

● GRADING APPEAL POLICY

If a student wishes to discuss the grade received in any individual assessment during the term, he/ she should talk to the grader by scheduling an appointment on Zoom/ via email **within a week of announcement of the grades** on that assessment.

If no complaints are voiced within the above time frame, then it will be assumed that the grade is accepted.

- NOTE ON TECHNOLOGY-DEPENDENT ASSESSMENTS

This course is heavily technology-dependent. While we will do our best to work with you on technology issues, please be aware that if you take an assessment but we can find absolutely no record of the fact, then we will not be able to give you credit for it. **Please DO NOT USE SAFARI when you take assessments on Canvas – please use Chrome or Firefox.**

- EXCUSED ABSENCE MAKE-UP POLICY

For excused absences other than religious holidays, student should submit the document supporting the reason for delay in submission of assessment **within a week of the submission deadline** to schedule the make up for the assessment and to avoid getting penalized. List of excused absences can be found under the University Attendance Policy below.

Religious holidays - Students shall notify their instructor as soon as possible upon receipt of the course syllabus, but **not later than two weeks before the religious holy day observance**, to be excused from class to observe a religious holy day of their faith.

- CATCHING UP ON MISSED WORK

If a student wishes to go through the work missed due to excused / unexcused absence with me, he / she can see me by scheduling an appointment via Zoom.

- EXPECTATIONS REGARDING CONDUCT IN CLASS

To make the most of this course, one should

- **Listen to all the video lectures attentively.** Watching the lecture videos is equivalent to attending class and listening to lectures. I acknowledge that the lecture videos are not short, but remember that class time would have been 50 or 75 mins - not short either. On the bright side, however, you may pause the video at any time and return to it later - you would not have been able to do that with live lectures. Therefore, I fully expect you to watch the lecture videos in their entirety. Pause whenever you need to, but always be sure to return and finish watching the video.
- **Make sure to ask any doubts / questions** and discuss it with me till the point of clear understanding. As it is rightly said, “He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever.”
- **Go through the topics covered in lecture videos and practice numerical examples in spare time on your own.**
- **Complete the assignments in timely manner.** If you ask for help from your friends or from me, make sure you understand the solution before you submit it.
- **Participate in the class.** Ask questions on the discussion boards, answer other students’ questions. Now that we are not going to meet in person, class participation is more important than ever.
- I encourage talking to your classmates when possible (except for exams and LSQA) to benefit from each others understanding.
- **Plan your studies during the semester**, so that one is prepared for the exams in timely manner without unnecessary stress.

- SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

- FINAL EXAM RESCHEDULING POLICY

You may not take the final exam before final exams week. Individual students who need to reschedule the final exam for a different time during final exams week will need to

1. talk to me about it first and get my permission to reschedule,
2. fill out the “Request to Reschedule Final Examination” form at [“https://artsandsciences.fsu.edu/students/undergraduate/forms-requiring-deansapproval/rescheduling-final-examination”](https://artsandsciences.fsu.edu/students/undergraduate/forms-requiring-deansapproval/rescheduling-final-examination) and take it to the Dean of Arts and Sciences office at 010 LON to get it approved, and
3. bring the approved form back to me **by the last day of classes.**

If you experience a documented emergency that prevents you from observing the above deadline, contact me as soon as you are able to, and we'll take it from there.

- **SEXUAL MISCONDUCT AND TITLE IX REPORTING**

As an instructor, I am obliged to report all instances of sexual misconduct that I become aware of to the University's Title IX Director; I cannot hold such information confidential. If you would like to discuss your situation in confidence, you may contact the Victim Advocate Program (<https://dos.fsu.edu/vap/>), the University Counseling Center (<https://counseling.fsu.edu/>), the Employee Assistance Program (<https://eap.fsu.edu/>), or University Health Services (<https://uhs.fsu.edu/>).

- **UNIVERSITY POLICIES**

1. University Attendance Policy: Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.
2. Academic Honor Policy: The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honorpolicy.>)
3. Americans with Disabilities Act: Students with disabilities needing academic accommodation should:
 - (a) register with and provide documentation to the Office of Accessibility Services; and
 - (b) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and
 - (c) meet (in person, via phone, email, skype, zoom, etc. . .) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

This syllabus and other class materials are available in alternative format upon request.

For the latest version of this statement and more information about services available to FSU students with disabilities, contact the: Office of Accessibility Services

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108 Student Services Building
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Tallahassee, FL 32306-4167
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