

STA 2023: Fundamental Business Statistics
Florida State University
Statistics Department
Section 0019
Fall 2020

Instructor: David Smith

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Office Hours: By appointment:

Individual office hours available by email appointment, typically Monday-Friday.

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.

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.

Copyright Notice:

Recorded lectures are FSU properties and only available to students enrolled in your class. Students are not allowed to share the recorded lectures to any other people outside the class. Copyright of the recorded lectures are reserved by the instructors and FSU.

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 working days. I will communicate with you by posting announcements to Canvas and sending emails to your @my.fsu.edu account. I will only reply to student emails from your @my.fsu.edu accounts. Please check your email and announcements every day.

Classes: Recorded Zoom lectures will be posted throughout the semester under the topic modules in the Canvas site.

Prerequisite: None, but two years of high school algebra recommended

Credit Hours: 3

Special Note: High school students who earn a 3 or better on the AP Statistics exam will be given credit for STA 2023

Required Course Materials: TI-84 or equivalent calculator. You can get a free 90-day trial of a TI-84 emulator (what I will use in my lecture videos) at [https://urldefense.com/v3/_https://education.ti.com/en/software/details/en/FFEA90EE7F9B4C24A6EC427622C77D09/sda-ti-smartview-ti-84-plus_!!Epnw_ITfSMW4!52QTFT0rCgVg5Cm--eP--4TYszdayM5u6LUzavF2bzVvQN0LhHa4WtCJvYjkv4STZ5E\\$](https://urldefense.com/v3/_https://education.ti.com/en/software/details/en/FFEA90EE7F9B4C24A6EC427622C77D09/sda-ti-smartview-ti-84-plus_!!Epnw_ITfSMW4!52QTFT0rCgVg5Cm--eP--4TYszdayM5u6LUzavF2bzVvQN0LhHa4WtCJvYjkv4STZ5E$)

Recommended Course Materials: "The Practice of Statistics for Business and Economics" 4th edition, Moore, McCabe, Alwan, Craig.

Course Purpose:

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.

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. 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 demonstrate the ability to:

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.

Canvas Module Materials:

- Blank notes
- Filled-in notes
- Extra exercises & solutions
- Lecture videos

Lectures:

With no on-campus class for this course, we cannot hold lectures in the traditional, in-person classroom setting. I will be recording my lectures and either uploading them directly to Canvas or uploading them to YouTube and posting links to Canvas.

For the lecture videos, I will be teaching through the notes for each module, explaining the statistical procedures as well as walking through the filled-in examples step-by-step. I recommend printing out the blank version of the notes to have on hand going into these lecture videos, as you guys can fill-in the answers to the selected examples as you follow along with me. You can expect between 2-3 hours of lecture videos every week.

Office Hours:

My office hours will be by-appointment only. They are available between 9 AM-5 PM Monday-Friday on a non-Quiz week, but limited to Monday-Thursday on weeks which have a Quiz which opens on Friday. If you'd like to meet me in office hours to discuss a past assessment or receive extra help understanding the class material, send me an email with times in the allotted window that works for you and we can schedule a meeting. These will be held over Zoom.

Attendance, Absence, and Drop/Withdrawal:

- Drop and withdrawal deadlines are given in the University's academic calendar at <https://registrar.fsu.edu/calendar/>.
- First-day attendance will be taken electronically via the course website
- Lack of future planning or mismanagement of time are not acceptable reasons for not completing work, reading notes, or watching lectures
- If you are unable to take an Online Assessment, you must let me know ahead of time in order to be guaranteed an accommodation.

Assessments and Grading:

Online Assignments: 15%

LSQA: 10%

Online Quizzes: 75% (6 total, drop lowest score= 5 count at 15% each)

Online Assignments

These assignments will occur roughly every other week on Canvas. Unlimited attempts, as well as collaboration with your classmates, will be allowed over a few days. They will be open Thursday at 8 AM and due Sunday at 11:59 PM. There will be no make-ups or extensions.

Assessments: Online Quizzes & LSQA

There are 7 Quizzes in total (1 being the LSQA). Each will be posted to Canvas at 8:00 AM on the Friday of about every other week, and will be due at 11:59 PM on that Sunday. They will comprise of various multiple choice, short answer, matching, and free response questions. **You will have 1 hour to complete each quiz attempt, including the LSQA. You will be also be allowed 2 attempts at each quiz.** After completing a first attempt, you may review it to see which questions you answered correctly/incorrectly. However, you will not be able to see the correct answer itself. Solutions will not be posted even after the quiz window closes; however, you may discuss them with me in an office hour meeting. **NO LATE SUBMISSIONS WILL BE ACCEPTED WITHOUT A PROPER DOCUMENTED EXCUSE ACCORDING TO THE UNIVERSITY ATTENDANCE POLICY.** If you miss an assessment and need to send me documentation, please email me and we can arrange a make-up time given valid documentation. If you are aware that you will miss an assessment window ahead of time, please email me with documentation 24 hours before it opens and we can arrange a make-up time. Assessments that are not taken, and assignments that are not submitted, will receive a grade of zero. If a make-up is granted, the zero will be replaced with the earned grade.

1. There will be 6 online quizzes (NOT including the LSQA) which will cover the lecture material posted after each previous assessment. The lowest 1 of these 6 will be dropped and not count towards your final grade.
2. There will be 1 Liberal Studies Quantitative Assessment (LSQA), which will cover one topic. For study purposes, treat this as you would a quiz. This is mandatory and cannot be dropped as a lowest grade.
3. There will be no cumulative final exam.
4. All assessments will be open-note. You should prepare for them by having your TI-84 calculator (or emulator), scratch paper, a secure internet connection, and a writing utensil at hand. **Collaboration with classmates is not allowed on quizzes and doing so will result in a violation of the Academic Honor Policy.**

Preparation for online quizzes:

- I will post a Canvas announcement the week of every quiz listing the topics and class notes that each quiz will cover.
- Study the information and examples in the class notes that are specified in the announcements. Since the quizzes are open note, I recommend having the notes with filled-in examples on hand.
- Do all of the DIY exercises in the notes
- Do all of the extra exercises posted with the notes
- Be sure you know how to use your calculator appropriately for the various statistical methods
- Contact me for an office hours meeting for any extra help

Grade Distribution:

Grade Distribution	
Letter Grade	Numerical Grade
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

Your overall course grade will be calculated according to your assessment scores (reported as percentages) and the weights given to those assessments, and your letter grade will be assigned using the table above and the smallest whole number greater than or equal to your overall course grade (e.g., an overall course grade of 89.04 will be assigned an A- since 90 is the smallest whole number greater than or equal to 89.04)

Grades will not be curved, and there will be no opportunities for extra credit, makeups, or any other forms of grade improvement after the Last Day of Class. Therefore, you should do your best throughout the entire semester.

Missing grades:

- Be sure to take the online assignments and quizzes before they are due
- Check your grades on canvas every week to make sure your latest grade has been posted
- If a grade is not posted, email me ASAP. It is important that you alert me via email so that there will be a record of the fact that you reported the matter. I will do my best to locate the missing grade.

Grading appeals:

Errors in grades must be reported within one week of the due date of the assignment in question. If you get an answer wrong on a quiz and you believe that you may be right, you are able to email me and explain the question, the correct answer, and your justification. The problem will be reviewed and if you are correct, the score will be adjusted accordingly. You can also discuss it with me in an office hour meeting if you prefer. No grades can be adjusted after December 14th.

Final Exam Rescheduling Policy:

(Our final exam is just the last Quiz, Quiz 6, of the semester)

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

- (i) talk to me about it first and get my permission to reschedule,
- (ii) fill out the "Request to Reschedule Final Examination" form

at

<https://artsandsciences.fsu.edu/students/undergraduate/forms-requiring-deans-approval/rescheduling-final-examination>

and get it approved by the Dean of Arts and Sciences office, and

- (iii) let me have the approved form 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/>), University Health Services (<https://uhs.fsu.edu/>), or pastoral counselors.

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.

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/Academics/Academic-Honor-Policy>)

Americans with Disabilities Act

Students with disabilities needing academic accommodation should:

1. register with and provide documentation to the Office of Accessibility Services;
2. email me a letter to the instructor indicating the need for accommodation and what type. This can be accomplished by logging in to the AIM system and electing to receive academic accommodations in this class so that an email notification will be sent to the instructor.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Office of Accessibility Services has been provided.

Academic accommodations will be provided as soon as possible after we get your letter. Because the course is online, extra time can be given for each quiz and LSQA. You must take them in the same window as other students. Please do not schedule any of these assessments outside of the window without first clearing it with me.

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

For more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850)-644-9566 (voice)
(850)-644-8504 (TDD)
<https://dsst.fsu.edu/oas>

