

Course Syllabus:
Business Statistics 310
MGT 310 - 99
Online Course
Spring 2023



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

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Since this is an online class, Zoom office hours are available upon request.
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Textbook (Required)

Business Statistics, A First Course, Levine, Szabat, & Stephan, 8th edition, Pearson Publishing.

If you purchase the access card for the ebook version, use the link on the Textbook Page in Canvas to register your textbook and gain online access. You can also use this link to purchase the book online through Pearson. The link is also provided below:

<https://console.pearson.com/enrollment/s9uqpn>

Course Description

Applications of statistics in the business environment. Topics include data summary, descriptive statistics, confidence intervals, hypothesis testing, tests of goodness of fit and independence, analysis of variance, regression analysis and correlation. A statistical software package will be utilized in the analysis of statistical applications in business.

Prerequisites

"C" in MATH 143 Elementary Statistics or equivalent

Technology: Since this is an online course, there are important technology requirements. No exceptions. If you are unable to meet these requirements, you should drop the course and take the class in a face-to-face delivery method. For this course, you will need the following:

- **A computer.** You will not be able to take quizzes and exams on your smartphone, Chrome Book, or tablet – you **must** use a laptop or desktop computer.
- **A webcam.** You should also know how (or be able to learn) to take quizzes and exams on Respondus Lockdown Browser, a remote proctoring program embedded in Canvas. If you do not have access to this technology, you have the option of taking the exams on the PSU campus. If you choose this option, you will need to notify the instructor immediately so that arrangements can be made.
- **Reliable internet connection.**
- **Office Word and PowerPoint.**

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It is the student's responsibility to secure access to the Internet as needed, including having a back-up plan should they experience difficulties with their primary source. Not having access to the Internet is NOT an acceptable excuse for missing course deadlines.

Course Objectives / Learning Outcomes

After successful completion of this course, students will be able to:

1. Compute several types of descriptive and inferential statistics commonly used in business.
2. Apply statistical concepts to business-related cases and problems.
3. Analyze statistical results to draw conclusions, solve problems, and answer questions in business.
4. Produce output using spreadsheet and statistical software commonly used by decision makers in business.
5. Prepare and analyze a business report that uses descriptive and inferential statistics to draw conclusions.

Course Structure, Due Dates, and Late Work Policy

The course is divided into weekly modules. Due dates are provided throughout the term so students cannot wait to the last minute to complete the whole course. Due dates are strictly enforced.

Late work will not be accepted with the exception of emergency-type circumstances. **You must contact the instructor BEFORE the due date to be given such consideration.** All such instances will need to be verified before late work is accepted.

If permission is granted to submit late work, standard grade deductions for late work apply. All quizzes/exams and assignments will receive a 50% deduction for each 24-hour time period. After 48 hours, no late work will be accepted for any reason.

If a student has a question regarding the grading of an assignment, the student is asked to email the instructor with their concern within 48 hours of the posting of the grade. The instructor will not go back at the end of the semester and re-grade earlier assignments.

If a situation arises that prevents a student from participating in the class, he or she should contact the instructor immediately.

Students will demonstrate progress in the course through multiple methods including discussions, assignments, quizzes, and exams. Please pay close attention to the calendar for assignment due dates and times. **All work will be submitted through Canvas and NEVER through email.**

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Course Outline

Course Introduction Module: This module contains information to help students begin the course. The module contains the course syllabus, instructions to download Respondus Lockdown browser software, grading policies, instructor introduction, course tour video, and more.

Weekly Modules:

As we move through each weekly module, students will be required to:

- Read assigned textbook pages.
- Download, review, and study the Powerpoint slides and instructional handouts for each module.
- Watch (and take notes) over the video lectures that accompany each module. The videos follow the Powerpoint slides that are provided at the top of each video lecture page. The Powerpoint slides have blank spaces that must be completed as you watch the video lectures. It is important to watch the video lectures and complete the blanks on the slides so that you have all information needed to complete work in the module.
- Complete the written assignment(s) for each module.
- Complete Weekly Quizzes. The quizzes are open-book and open-note. There is no time limit. The quizzes require Respondus Lockdown Browser and a webcam.
- Some modules contain major Exams. The exams are open-book and open-note. They are timed. The exams require Respondus Lockdown Browser and a webcam.

Teaching Methods

Students will demonstrate their learning through multiple methods including assignments, quizzes, and exams. Please pay close attention to the calendar for assignment due dates and times. All work will be submitted through Canvas – **never** through email.

- **Writing Assignments and Problems:** Students will be required to submit at least one written assignment for each weekly module. Many modules require multiple assignments. The assignment may be a short paper or an assignment with quantitative problems to solve.
- **Powerpoint Slides, Video Lectures, and Quizzes over Video Lectures:** The Powerpoint slides used in the video lectures can be found at the top of each Video Lecture page in the weekly module. You must take additional notes as you watch the videos. The Powerpoint Slides have blanks. You must watch the video lecture and take additional notes to fill in the blanks on the slides. Quizzes follow the video lectures and Powerpoint slides. The weekly quizzes require RESPONDUS

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LOCKDOWN BROWSER and a WEBCAM. These quizzes contain questions that relate to the chapter concepts. The quiz questions are also a good resource to help you review content and prepare you for the module assignments and Exams.

- **Exams:** There are 4 Exams throughout the course as well as a Final Exam. Each exam is worth 70 points. These exams require RESPONDUS LOCKDOWN BROWSER SOFTWARE and a WEBCAM. (More info in Canvas on how to download this software. Also see [Respondus Lockdown Browser Software Information](#)). The exams are open-book and open-note. There are time limits to each exam. You must take the exams on a laptop or desktop computer. (No smartphones, Chrome books, or tablets.) You are not allowed to use additional devices as you take the exam. Therefore, you will not have access to an e-book during the exam. But if students print the Powerpoint slides and take additional notes on each slide as they view the video lectures, this should be sufficient material to complete each exam successfully. **Be absolutely sure you have a reliable internet connection!**

All Quizzes and Exams are open book/open note. The Lockdown Browser prevents access to other applications and web sites during the exam. Most students have found that the Powerpoint slides (printed on paper) and their additional notes is sufficient for a successful completion of an exam. If a student wishes to use their textbook during an exam, he/she will need to purchase a printed copy of the textbook. **E-books will not be accessible during the module exams.**

Students are not allowed to use internet search during the Quizzes and Exams and each student is expected to work alone, which is the purpose of the LockDown browser and the video recording. Each student will also have to show identification at the beginning of each quiz and exam to ensure he or she is the person taking the exam.

Academic Integrity Policy

For all assignments, quizzes, and exams, students must work ALONE. A student will be in violation of the Academic Integrity Policy:

- If students appear to be working together
- If a student makes their work available to another student for "help" or copying purposes
- If a student uses another student's work to help them complete their work
- If students provide course materials or course work to other students.

Any of the above situations will result in the student(s) being dropped from the course, receiving an "F" for the assignment/quiz/exam, an "F" for the semester, and/or an "XF" (indicating academic dishonesty on a transcript) for the course.

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Academic Integrity Policy (continued):

Students are also forbidden to obtain answers or "help" from external sites such as Chegg, CourseHero, Quizlet, ChatGPT, etc. The use of these types of sites as well as any type of "plagiarism" — the use of another's work without citation or attribution -- is forbidden, and will result being dropped from the course, receiving an F for the work, an F for the semester, and/or an XF (indicating academic dishonesty on a transcript) for the semester.

Academic honesty is fundamental to the activities and principles of a university. The work you submit should be **YOURS!** This is, after all, YOUR education. Any effort to gain an advantage not given to all students is dishonest regardless of the success or failure of the effort. Following University guidelines in response to academic dishonesty, the instructor will reward dishonesty with an F for the work, an F for the semester, and/or an XF (indicating academic dishonesty on a transcript) for the semester.

When in doubt about plagiarism, paraphrasing, quoting or collaboration, ask the instructor. All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the **Kelce College of Business**, students in this class are obligated to adhere to the college's **Student Code of Ethics**. Here is a link to the [Student Code of Ethics](#).

KELCE COLLEGE OF BUSINESS STUDENT OATH

The Kelce College of Business Student Oath was written and approved by the Kelce Student Leadership Council. All Kelce College of Business students must abide by this oath:

"I affirm to uphold the values of honesty and integrity in all my actions as a student in the Kelce College of Business. I will neither give nor receive any unauthorized aid in the completion of my work as this undermines our community of trust, of which we are all stewards."

GRADING SCALE:

The following scale will be used to determine final grades:

- 91%-100% of total points possible = A
- 81%-90% of total points possible = B
- 71-80% of total points possible = C
- 61-70% of total points possible = D
- 60% and below of total points possible = F

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Assessment Tool	Points Possible
Student Introduction Post	10
Syllabus Quiz	10
Written Assignments and Problems	Approximately 340
Weekly Quizzes over Video Lectures	Approximately 275
Exams	350
Other Assignments as warranted	Points will vary
TOTAL POINTS POSSIBLE	985+

No Extra Credit will be provided for this class.

Grading comments will be made in the comment boxes of the rubric for each assignment. Emails may be sent to individual students to clarify grading outcomes if a more extensive explanation is necessary. If a student has a question regarding the grading of an assignment, the student is asked to email the instructor with their concern within 48 hours of the posting of the grade. Every attempt will be made to respond to students' emails within 48 hours. It is imperative that the tone of these emails is professional, courteous, and respectful. The instructor will not go back at the end of the semester and re-grade earlier assignments.

Note: The instructor reserves the right to amend and to reorganize this syllabus at any time.

Here is a link to the [**PSU SYLLABUS SUPPLEMENT**](#)

