



## Syllabus

### **SCHOOL OF BUSINESS AND MANAGEMENT** **BC 303: Statistics**

5 Credits  
Effective: Fall 2018/2019

*Access to the Internet is required.*  
*All written assignments must be in Microsoft-Word-compatible formats.*  
*See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

## FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

## COURSE DESCRIPTION

BC303, Statistics focuses on the usefulness and limitations of statistical processes and their present day applications. Topics include: descriptive statistics, probability theory and distributions, sampling, hypothesis testing, regression, and correlation models. Students will focus on problem formulation, technique selection and results interpretation. It is strongly recommended that College Math be taken prior to this course.

## COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under *Course Information* in Blackboard as well as from the library homepage (“Find Your Textbook” button).

**Note:** Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available electronically at no cost to students.

Students in Canada may purchase course resources from the [Canada Bookstore](#), and students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

## CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Critical thinking and information literacy
- Lifelong learning

## COURSE OUTCOMES

In this course, learners:

- Apply statistical problem solving techniques
- Critically evaluate statistical data
- Determine projections and recommendations based on statistical evaluation
- Formulate a Research Plan for statistical investigation
- Present graphical interpretation of data
- Summarize statistical investigation findings

## CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- ANOVA
- Correlation analysis
- Data ethics
- Frequency distributions
- Hypothesis statements
- Hypothesis testing
- Linear regression analysis
- Measures of Central Tendency
- Probability
- Sampling and sampling design

## OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Research Plan	10%
Research Progress Report	10%
Research Project	20%
Assigned Problems	20%
Final Exam	20%
Discussion Board/Participation	20%
<b>TOTAL</b>	<b>100%</b>

## SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

### Research Plan

You will develop a research plan for the final research project. You should include within this research plan: the research question and hypothesis statement, the objectives of the project, proposed data gathering plan and/or sampling methodology and justification, a draft of survey questions if a survey or questionnaire is going to be implemented for the project, and a proposed timeline in which the project will be completed.

<i>Components</i>	<i>% of Grade</i>
Objectives	15%
Presentation of Research Question	15%
Timeline	25%
Data Collection Methodology	25%
Writing Mechanics	10%
Organization	10%
<b>TOTAL</b>	<b>100%</b>

### Research Progress Report

You will submit a 4-5 page progress report on your final research project. You should include within this progress report: a restatement of your initial research question with discussion on any modifications that may have been made, the status of your data collection including both the limitations and well as the strengths of your chosen methodology, a synopsis of at least three statistical tools that will be utilized in the final research project, and a revised timeline with a discussion on any adjustments which have been made since the submission of the research plan.

<i>Components</i>	<i>% of Grade</i>
Timeline	10%
Restatement/Reevaluation of original research question	15%
Data collection status & analysis	25%
Statistical Tools & Analysis	25%
Organization	15%
Writing Mechanics	10%
<b>TOTAL</b>	<b>100%</b>

### Research Project

The final research project will be the culmination of the work that you have put into the research project throughout the duration of the course. You should include within the final research project: a statement of the research question which outlines the initial hypothesis statement, project objectives, sampling methodology, statistical tools used, all data analysis, summary of the data analysis, presentation of visual aids and graphs, conclusion, recommendations and projections based on the evaluation of the data including identification of further areas of study.

<i>Components</i>	<i>% of Grade</i>
Objectives	10%
Data Collection Methodology	15%
Use of Statistical tools & Analysis	30%
References	10%
Organization	10%
Use of Visual Aids & Graphs	15%
Writing Mechanics	10%
<b>TOTAL</b>	<b>100%</b>

### Assigned Problems

You will be assigned problems from the text to practice and reinforce the various statistical concepts and tools discussed in the chapters for each session. The length and content of the assigned problems will be

determined by the individual instructor.

<i>Components</i>	<i>% of Grade</i>
Problem Solving	30%
Understanding & Connections	20%
Communication	10%
Formula Identification	20%
Statistical Terminology	20%
<b>TOTAL</b>	<b>100%</b>

### Final Exam

You will take a final exam in the course to reinforce the course materials. The final exam will test your ability to utilize statistical terminology as well as the identification and application of proper statistical tools for a given statistical problem.

<i>Components</i>	<i>% of Grade</i>
Formula Identification	20%
Statistical Terminology	20%
Problem Solving	30%
Understanding & Connections	20%
Communication	10%
<b>TOTAL</b>	<b>100%</b>

### Discussion Board/Participation

Whether in class, online, or in a mixed mode setting, students will be graded on their participation in classroom discussions; their ability to present, explain, or defend alternative viewpoints; and the degree to which they have mastered the concepts and principles inherent in the study of accounting at this introductory level. Written work will be assessed not only on relevance to the subject presented, but also on adherence to good written form and professional presentation

<i>Components</i>	<i>% of Grade</i>
Timeliness of responses	20%
Quality of responses	50%
Quantity of responses	30%
<b>TOTAL</b>	<b>100%</b>

## **COURSE POLICIES**

### **Late Assignments**

A critical aspect of project management is to meet predefined deadlines. Therefore, all assignments are expected to be submitted when due. No late assignments are accepted. Life-situations do occur. When an issue arises coordinate with the instructor prior to the assignment's due date and the due date may be adjusted. It is in the best interest of the student to ensure that all assignments are submitted on time.

### **Participation**

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to the team project.

### **Professional Writing**

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

## **UNIVERSITY POLICIES**

Students are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

### **Antidiscrimination**

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

### **Non-Discrimination & Prohibition of Sexual Harassment**

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary

steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

## **Religious Accommodations**

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

## **Academic Integrity**

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

## **Attendance**

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Attendance*.

## **Final Assignment Due Date**

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

## **SUPPORT SERVICES**

### **Disability Services Accommodations Statement**

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at [disability@cityu.edu](mailto:disability@cityu.edu) or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

### **Library Services**

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

### **Smarthinking Tutoring**

CityU students have access to free online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at [help@cityu.edu](mailto:help@cityu.edu) to request a user name and password.