BUS 318 – BUSINESS STATISTICS

SYLLABUS

Instructor: Barry Leffkov
E-mail: Barrythecpa@comcast.net
Address: 2006 Granada Drive G1
Coconut Creek, FL 33066

COURSE DELIVERY:

Print-Based Correspondence Course

CREDIT HOURS:

Three Semester Hours

PREREQUISITES:

MATH 104, MATH 106, MATH 107 OR MATH 120, minimum grade of C- or T

COURSE TIME LIMITS:

The minimum course completion time for this three credit hour print-based correspondence course is six weeks from the date of enrollment.

All correspondence courses have a maximum course completion deadline of one year from the date of registration.

COURSE MATERIALS:

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to exstudies.adams.edu and click on the "Bookstore" link. Select the campus “Extended Studies”.

(www.bkstr.com/adamsstatestore/home)

Use Section Number: 1616 to order books from Bookstore site. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore by phone at 719-587-7912, email at asubookstore@adams.edu, or by mail to Adams State University Bookstore, 1603 1st Street, Alamosa, CO 81101.

Required Textbook:

BUS 318 – BUSINESS STATISTICS

CATALOG DESCRIPTION:

This course provides a basic understanding of the fundamental principles with emphasis on the application of statistical techniques to the analysis and solution of real business problems.

Curricular Relationships:

Statistics is the foundation for solving business problems and performing business research. This course is a core class for all business students obtaining a B.S. in Business Administration.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Explain the terminology associated with statistics.
2. Identify the different types of statistics and statistical methods.
3. Apply the appropriate statistic and/or method to real world business problems.

COURSE REQUIREMENTS:

Academic Integrity/Academic Dishonesty Statement: You are required to read and accept the Academic Integrity/Academic Dishonesty statement, located in the Course Instructions section of this Study Guide. While this is not a graded assignment, it must be completed and returned to your instructor with your first assignment submission.

Syllabus Assignment: All students should send a communication to the instructor that they have received and read a copy of the syllabus. This may be sent by e-mail or mail. I attempt to answer within a week to 10 days. However, keep in mind that e-mails tend to be much faster.

Homework: The students need to complete the odd exercises at the end of each assigned chapter. These are non-graded assignments which will help the student adequately prepare for the exams. The homework is typically not graded. However, students may send a copy to the instructor in order to inform the instructor about your progress. This will also allow you additional opportunities to ask questions. I send question responses within 1 week to 10 days.

Exams: There will be four (4) proctored exams and one (1) written paper all of which are of equal weight. Each exam is worth 100 points (comprised of exam answers and Bonus Points provided by the instructor). You have 2 hours (120 minutes) to complete these exams. The exams are all open book and open notes, and you may use a calculator however it is not required that you have one.

Enrolled students may request and take an exam when they feel ready. However, the exams must be taken in order and a minimum of two (2) weeks apart. This effectively means there
should be only one (1) exam request outstanding at a time. The written paper may be submitted at any time prior to the 4th exam.

**Written Paper:** There will be one (1) written paper worth 100 points the grading will place an emphasis on your analysis of the facts and issues related to statistics (60 percent). Writing style (i.e. spelling grammar, readability etc.) will also comprise part of the grade (40 percent). It is preferred that your paper be typed.

All written work is subject to plagiarism detection software review. Identified instances of cheating or plagiarism will follow the Academic Integrity statement in the syllabus. This may include a failing grade for the assignment or the course for more flagrant violations.

**Computer/Internet Requirements:**

It is my belief that computer and internet access is desirable. Accordingly, I encourage the use of email when available and I do have an account with both Jpay.com and Corrlinks for those students who are required to use these services. However, since this is a print-based course, internet access is not required.

**GRADE DISTRIBUTION AND SCALE:**

In alignment with ASU academic policies, no D may apply to a major or minor field.

**Grade Distribution:**

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<th>Grade</th>
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<th>Percentage</th>
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<tr>
<td>Exam I</td>
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<td>Written Paper</td>
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**Grade Scale:**

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<th>Grade</th>
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<td>D</td>
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<td>F</td>
<td>Less than 300</td>
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**ADA STATEMENT:**

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101,
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by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

ACADEMIC INTEGRITY:

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one’s academic work will not be tolerated.

Any offense will result in a zero for the exam, lesson, or exercise in question and will result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: Academic Integrity at Adams State University.

All written work is subject to plagiarism detection software review.

STUDENT IDENTITY VERIFICATION:

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

EXAMINATIONS:

Please refer to the Guidelines for Proctored Exams and submit your Exam Request Form three weeks BEFORE you plan to take the exam.