

# Syllabus

ADM-320: Business Statistics

## Course Description

This course helps students analyze and interpret statistical data. Quantitative concepts and basic techniques in business research are stressed.

**Credit Hours:** 3

**Prerequisite Courses:** None

**Prerequisite Skills and Knowledge:** Mathematics, Microsoft Office 2010 – Excel, PowerPoint, and Word

## Course Outcomes

Upon successful completion of this course, you should be able to:

1. Properly use basic statistical terminology.
2. Communicate effectively using statistical terminology.
3. Employ descriptive statistical tools in analyzing and solving managerial problems.
4. Employ inferential statistical tools in analyzing and solving managerial problems.
5. Apply basic statistical techniques and procedures to transform data into intelligence in the workplace.
6. Use Microsoft Excel to undertake correct and meaningful statistical computations, and be able to interpret the results of the output from such exercises.
7. Review and critique the application of statistical data relevant to workplace situations and to other areas of interest in daily life.
8. Know when statistics is properly applied as well as when it is misused.
9. Use statistical computer software effectively.

## Course Textbook

Triola, M. F. (2019). *Essentials of statistics* (6th ed.). Boston, MA: Pearson Education, Inc.

**\*Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.**

# Course Technology

Microsoft Office 2010 or later

## Grading Scale

**NOTE:** In graduate-level courses, a grade of C- or below will require the course to be repeated.

Grade	Quality Points Per Credit	Percentage	Score
<b>A</b>	4.0	95%–100%	950–1000
<b>A-</b>	3.7	92%–94.9%	920–949
<b>B+</b>	3.3	89%–91.9%	890–919
<b>B</b>	3.0	85%–88.9%	850–889
<b>B-</b>	2.7	82%–84.9%	820–849
<b>C+</b>	2.3	79%–81.9%	790–819
<b>C</b>	2.0	75%–78.9%	750–789
<b>C-</b>	1.7	72%–74.9%	720–749
<b>D+</b>	1.3	69%–71.9%	690–719
<b>D</b>	1.0	65%–68.9%	650–689
<b>F</b>	0.0	0%–64.9%	0–649

## Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the [IWU Catalog](#).

## Letter Grade Equivalencies

**NOTE:** In graduate-level courses, a grade of C- or below will require the course to be repeated.

Grade	Description of Work
<b>A</b>	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
<b>B</b>	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
<b>C</b>	Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
<b>D</b>	Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels.
<b>F</b>	Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work.

## Course Summary

Workshop	Discussion*	Assignment*	Quiz*	Total Points
<b>Workshop One</b>	1/20	3/150	1/20	190
<b>Workshop Two</b>	1/20	3/150	1/20	190
<b>Workshop Three</b>	1/20	3/150	1/20	190
<b>Workshop Four</b>	1/20	3/180	1/20	220
<b>Workshop Five</b>	2/40	3/150	1/20	210

<b>TOTAL</b>	<b>6/120</b>	<b>15/780</b>	<b>5/100</b>	<b>1000</b>
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\* Number of Activities/Sum Point Totals

# Course Assignments

## Workshop One Outline

Title	Due Dates	Time	Points
<b>1.1 Discussion: Charting Your Time</b>	Initial post due by the end of the fourth day of the workshop; minimum of two responses due by the end of the workshop	1 hour	20
<b>1.2 Assignment: Practice Problems</b>	Due by the end of the workshop	2 hours	20
<b>1.3 Assignment: Homework Problems</b>	Due by the end of the workshop	8 hours	100
<b>1.4 Quiz: Workshop One</b>	Due by the end of the workshop	2 hours	20
<b>1.5 Assignment: Applied Statistics</b>	Due by the end of the workshop	2 hours	30
<b>Totals</b>		<b>15 hours*</b>	<b>190</b>

## Workshop Two Outline

Title	Due Dates	Time	Points
<b>2.1 Discussion: Relationships</b>	Initial post due by the end of the fourth day of the workshop; minimum of two responses due by the end of the workshop	1 hours	20

Title	Due Dates	Time	Points
<b>2.2 Assignment: Practice Problems</b>	Due by the end of the workshop	2 hours	20
<b>2.3 Assignment: Homework Problems</b>	Due by the end of the workshop	8 hours	100
<b>2.4 Quiz: Workshop Two</b>	Due by the end of the workshop	2 hours	20
<b>2.5 Assignment: Applied Statistics</b>	Due by the end of the workshop	2 hours	30
<b>Totals</b>		<b>15 hours*</b>	<b>190</b>

## Workshop Three Outline

Title	Due Dates	Time	Points
<b>3.1 Discussion: Are You Normal?</b>	Initial post due by the end of the fourth day of the workshop; minimum of two responses due by the end of the workshop	1 hour	20
<b>3.2 Assignment: Practice Problem</b>	Due by the end of the workshop	2 hours	20
<b>3.3 Assignment: Homework Problems</b>	Due by the end of the workshop	8 hours	100
<b>3.4 Quiz: Workshop Three</b>	Due by the end of the workshop	2 hours	20
<b>3.5 Assignment: Applied Statistics</b>	Due by the end of the workshop	2 hours	30
<b>Totals</b>		<b>15 hours*</b>	<b>190</b>

## Workshop Four Outline

Title	Due Dates	Time	Points
<b>4.1 Discussion: Testing</b>	Initial post due by the end of the fourth day of the workshop; minimum of two responses due by the end of the workshop	1 hour	20
<b>4.2 Assignment: Practice Problems</b>	Due by the end of the workshop	2 hours	20
<b>4.3 Assignment: Homework Problems</b>	Due by the end of the workshop	8 hours	100
<b>4.4 Quiz: Workshop Four</b>	Due by the end of the workshop	2 hours	20
<b>4.5 Assignment: Applied Statistics</b>	Due by the end of the workshop	2 hours	60
<b>Totals</b>		<b>15 hours*</b>	<b>220</b>

## Workshop Five Outline

Title	Due Dates	Time	Points
<b>5.1 Discussion: Expectations</b>	Initial post due by the end of the fourth day of the workshop; minimum of two responses due by the end of the workshop	1 hour	20
<b>5.2 Assignment: Practice Problems</b>	Due by the end of the workshop	2 hours	20
<b>5.3 Assignment: Homework Problems</b>	Due by the end of the workshop	8 hours	100
<b>5.4 Quiz: Workshop Five</b>	Due by the end of the workshop	2 hours	20

Title	Due Dates	Time	Points
<b>5.5 Assignment: Applied Statistics</b>	Due by the end of the workshop	2 hours	30
<b>5.6 Discussion: Critique Statistics</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop	2 hours	20

\* These times are only estimates. Actual assignment completion times will vary.

## Course Development Resources

All photos © 123RF unless otherwise noted.

## Alternative Assignment Policy

Students with a documented disability may request accommodations for an alternative assignment(s) for course activities (examples: video assignments, etc.). It is the student's responsibility to submit the form received from the Disability Services Office indicating his/her specific accommodation to the instructor prior to the start of each course.

## Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
School of Educational Leadership	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
Wesley Seminary @ IWU	<a href="#">View School/Division Expectations, Policies, and Student Information</a>

School/Division	Link
Nursing – Undergraduate	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
Nursing – Graduate	<a href="#">View School/Division Expectations, Policies, and Student Information</a>

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