Welcome to Business Statistics I! I look forward to working with you throughout the semester. This course is designed to serve as an introduction to basic statistical methods. Statistics are an important area of study for everyone; not just because this class may be a required part of your degree program but because you encounter statistics every day. Learning how these numbers are derived and what data this information comes from will not only help you improve your ability to create information from data, but also keep you from being deceived by statistical references.

As with any course, the responsibility for learning lies with you. I will attempt to provide all of the materials that you will need to be successful in the course. The last page of the syllabus provides a weekly schedule for the course. Materials will be posted to Desire2Learn (D2L) at the beginning of each week so that all students are progressing through the course at a reasonable pace.

There will be the opportunity for office hours with me on a weekly basis as posted in the syllabus or by arranged appointment. Success in this course requires that you maintain at a weekly schedule of course completion, and the course is designed around that philosophy. Learning this type of material requires discipline. You must devote sufficient time to the course, and that time must be scheduled wisely. In order to be successful, I would estimate that you should expect to spend **12-15 hours per week** on this course: time spent reading the text, reviewing the posted lecture notes, working lecture/homework problems, and participating in discussion forums.

There are regular graded problem sets (in addition to exams) to allow you to assess/improve your mastery of the material. Homework problem sets will be comprised of homework problems within the quiz feature of D2L and may also include portions to be completed in Excel and submitted to a separate drop box. These assignments are untimed, and you will have two attempts to obtain your best score on the portions completed in the quiz feature, which will be made available immediately. Excel portions of problem sets may need to be graded manually. If this is the case, feedback will be provided through D2L within one week of the due date.

Homework turned in late will incur a reduction of 20% of the possible points for the assignment on the first day late and an additional 20% reduction for each subsequent day. In addition to the graded problem sets, I will provide a set of practice problems similar to those on the homework so that we can all be...
looking at the same problems as questions arise for discussion during online office hours. Homework
discussion forums to allow you to help each other or pose questions to me. The syllabus outlines the
course specifics.

You can always get in touch with me at my USD email address (Anna.George@usd.edu). Monday,
through Friday I will respond to your emails within 24 hours. I will do my best to respond to you over
weekends and holidays, but I can guarantee a response to a weekend/holiday email by the following
business day. I look forward to the interactions that will become a regular feature of this course. I look
forward to embarking on this class adventure with you!

**Textbook & Materials**

**IMPORTANT:** The required text for this class is *Statistics for Business and Economics*
(13th edition or revised 13th edition) by David R. Anderson, Dennis J. Sweeney &
Thomas A. Williams (South-Western Cengage Learning, 2018). ISBN 978-1-305-88188-

**Please Note:** This text will also be used in BADM 321: Business Statistics II for those of
you who will take that course in summer of 2019. The online access code is not needed.

*** Please DO NOT order the “international edition” ***

Other materials will be distributed via D2L or email as we progress throughout the semester or are
discussed below with the technology requirements. Make sure that you check your email and the
announcements on the course website.

**Technology Requirements**
The University of South Dakota has established minimum technology requirements for participation
in online courses. These are outlined under the “Technology Support and Requirements” section in
the *Online Student Handbook* document in the Getting Started widget on the course homepage.

**IMPORTANT:** This course will be utilizing the Respondus LockDown Browser (LDB).
Respondus LDB is a custom browser that locks down the testing environment within
D2L. When students launch Respondus LDB they are unable to print, copy, go to
another URL, or access other applications. When an assessment is started, students
are locked into it until they submit it for grading. Compatible with Windows, Mac and
iOS. Therefore, you will need to become familiar with completing the calculations
using a calculator, in addition to Excel.

You will need to have the appropriate permissions to both install the software on
the computer from which you will be taking the exam, and to use the webcam/mic.

Additionally, live consultations/office hours will be facilitated via a web-conferencing system called
Collaborate Ultra. To fully take advantage of these sessions, it is recommended that you either purchase
a USB multimedia headset – earphones with a microphone – or call into the session, so that you can ask
questions instead of typing them. Headsets can be purchased online, or from a retail store, for around
$15-$30, depending on the brand and model (Logitech is recommended). If you are using a laptop, it
should, most likely, have a web-cam, a microphone, and speakers built-in.

General Course Schedule
In general, a typical week in this course will be sequenced as follows:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly assessments available</td>
</tr>
<tr>
<td></td>
<td>If a graded exam is scheduled, it will open @ 8:00 AM CT</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Open for independent work and discussions, View Online Lectures</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work and discussions, View Online Lectures</td>
</tr>
<tr>
<td>Thursday</td>
<td>Live lecture / office hours @ 5:30 PM CT</td>
</tr>
<tr>
<td></td>
<td>(live participation is optional—see below for details; these average around sixty to ninety minutes)</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Friday</td>
<td>Independent Work Day – Problem Set</td>
</tr>
<tr>
<td>Saturday</td>
<td>Independent Work Day – Problem Set</td>
</tr>
<tr>
<td>Sunday</td>
<td>All weekly assessments and exams by 11:59 PM CT on Sunday night</td>
</tr>
<tr>
<td></td>
<td>(except the final exam, which closes on Friday, May 3.</td>
</tr>
</tbody>
</table>

TIP: Participation in the live consultations / office hours is OPTIONAL. The goal of those is to answer any questions that may arise as we progress through the material. This may also include me recovering the current assigned lecture with the intent for you to now be able to ask more poignant questions regarding specific points in the material. It may also be a good way of resolving any problems you might have. I also walk through various practice problems throughout the semester in response the questions posted in the Homework Forum.

I am also open to scheduling the sessions at other times, but have a complicated schedule. I ask that you let me know in advance should you require an ad-hoc session. I personally find such sessions to be much more effective than exchanging a series of email messages. Please refer to the syllabus for details.

General Course Requirements and Expectations
The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. This is a three credit-hour course, so students should expect to invest around nine hours per week in the course.

Because this is an online course, we will not meet face to face, so this engagement will be facilitated via the following activities, all of which will be due by the end of the week: watching the technology demonstrations (via recording); completing weekly, graded quizzes; other assessments at the
instructor’s discretion.

**IMPORTANT:** This will not be a self-paced or correspondence-like course. You will be required to complete—and assessed on—weekly activities. Failure to do so may result in a reduced grade in the course or being dropped from the course.

In terms of other assessments, there will be three exams, which must be taken using Respondus LDB. If you have not had experience with this before, I suggest that you complete the “Fake Test to Download Respondus” under quizzes.

**Getting Started**

First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, [http://my.usd.edu](http://my.usd.edu), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed in under “My Courses.” Note: you will not be able to access the course until the official start date. Next, you should familiarize yourself with the Online Student Handbook, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage, specifically the Syllabus. It may also be helpful to view the Course Tour.
2. Orient yourself to the other important areas (widgets) of the homepage:
   - News: where the weekly roadmap will be posted
     - note: this is also available under Course Schedule in the Getting Started widget
   - Need Help?: if you are ever lost, refer to this widget
3. Familiarize yourself with the various tools that will be used throughout the semester:
   - Content: where all course materials reside
   - Assessments: where you will access your Grades, Quizzes (and exams), and the Dropbox (to submit papers)
   - Communications: where you will access the weekly Discussions
   - Resources: where you will find the Classlist (which you can use to contact me), the FAQ (frequently asked questions about the course), etc.
   - Course Mail: this is located at the very top, right-hand side of the course, and will be used for all official correspondence in the course; when you have unread Course Mail, a red badge will appear on the email icon: 💌 | 📩 | 📷
   - Watch introductory video.
   - Complete they syllabus quiz.
4. Post your introduction in the first week’s discussion topic under **Communications → Discuss.**

**IMPORTANT:** You must complete the last two tasks (#3 and #4) by the end of the first week of the course, or you risk being dropped from the course. If you are having problems doing so, please **IMMEDIATELY** contact me at Anna.George@usd.edu.
**BADM 220 Learning Objectives:**

1. Observe the uses for statistical tools and methods in business and identify data and data sources in practical settings.
2. Identify and use tools and methods for categorical and quantitative data.
3. Learn basic statistical tools and methods (descriptive statistics) for data sets and associations between two variables.
4. Identify and compute various indexes.
5. Define and solve probabilities using key concepts, and learn major discrete and continuous probability distributions.
6. Observe various sampling methods and calculate expected values.
7. Gain a basic understanding of Microsoft Excel and its application to statistical needs in business.