

BA 1502 & BAS152– BUSINESS STATISTICS  
Monday-Wednesday 14:40-16:15

<b>Instructor:</b>	Ozlem Ozdemir		
<b>Office:</b>	FEAS Building B, H 117		
<b>Phone:</b>	210 3061		
<b>E-mail:</b>	<a href="mailto:yoziem@metu.edu.tr">yoziem@metu.edu.tr</a>		
<b>Office Hours:</b>	TBA		
<b>Course Web Page:</b>	ODTUClass Course Page		
<b>Course Description:</b>			
This course covers basic statistical concepts and methods. Knowledge and proper usage of statistics are essential in all areas of business to reach informed decisions. The emphasis will be on interpretation of results rather than raw computations. However, computations will be overviewed to understand the results and identify the shortcomings of the method/data set used. Hence, managerial decisions can be made by using and understanding some basic statistical tools.			
<b>Course Student Learning Objectives: (CSLOs)</b>			
<i>Upon successful completion of this course, students should be able to:</i>			
<b>Course Specific Skills:</b>			
1. Understand the basic terms and concepts of statistics			
2. Able to analyze data			
3. Use statistics to solve managerial problems			
<b>Discipline Specific Skills:</b>			
4. Able to describe data			
5. Able to analyze data			
6. ble to evaluate analysis of data			
<b>Personal and Key Skills:</b>			
7. Improve analytical skills			
8. Enhance computational skills			
9. Gain comprehensive problem solving skills			
<b>Learning and Teaching Methods:</b>			
Weekly homework and two written exams			
<b>Required Reading:</b>			
Black, Ken (2012). Applied Business Statistics: Making Better Business Decisions. 7th Edition. Wiley.			
<b>Suggested Reading:</b>			
<b>Online book</b>			
McEvoy, David M. (David Michael), A guide to business statistics / Hoboken, NJ : John Wiley & Sons, Inc., 2018.			
<a href="https://onlinelibrary.wiley.com/doi/book/10.1002/9781119447054">https://onlinelibrary.wiley.com/doi/book/10.1002/9781119447054</a>			
Available at METU Library			
<b>Author</b>	<a href="#">Donnelly, Robert A. Author</a>		
<b>Title</b>	Business Statistics / Robert A. Donnelly.		
<b>Publication Info.</b>	Rugby : Pearson Education, Limited 2015		
<b>Location</b>	<b>Call No.</b>	<b>Barcode</b>	<b>Status</b>
<a href="#">3rd Floor A Block</a>	<a href="#">HF1017 .D646 2015</a>	255070201061408651	AVAILABLE

Assessment and Grading:				
Form of Assessment	% Contribution	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Midterm Exam	30	In-class	1-6,8-9	Written (in class)
Assignments	20	Weekly homeworks	1-6,8-9	Written feedback
Final Exam	50	In-class	1-9	Written (in class)

Course Policies:
<p><b>STUDENT DISABILITIES:</b> Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from the university's <a href="#">Disability Support Office</a> (Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; <a href="mailto:engelsiz@metu.edu.tr">engelsiz@metu.edu.tr</a>) verifying their disability, and outlining the special arrangements required. Please note that no accommodations will be provided to the disabled students prior to the completion of this approved University process.</p> <p><b>ACADEMIC DISHONESTY:</b> The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the department and the BA/MBA/MS degree and demean the honest efforts of the majority of the students. The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam.</p> <p><b>CHEATING:</b> All university, faculty/institute, and department principles on academic honesty will be strictly enforced. The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty/Institute for additional disciplinary action. Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.</p> <p><b>PLAGIARISM:</b> The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students are affirming that the contents are their original work. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. Violation of this provision will be considered as unethical behavior, subject to disciplinary action. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately.</p> <p style="text-align: center;"><b>METU HONOR CODE</b></p> <p>Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.</p> <p>"The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."</p> <p>⋮</p>

The following table gives the tentative schedule for the semester. The lectures will stress the most important and/or most difficult material. Appendices are required only if they are assigned. The students are required to read the chapters and appendices before they are covered in class.

Tentative Course Schedule				
Month	Day	Topic	Reading/ Assignment	CSLO
		What is Statistics?		<b>1-8,9</b>
		Visualizing the Data- HMW 1	HMW	1-8,9
		Describing Data Through Statistics- HMW2	HMW	1-8,9
		Discrete Probability Distributions- HMW3	HMW	1-8,9
		Continuous Probability Distributions- HMW 4	HMW	1-8,9
		Distributions of the Sample Mean, Sample Proportion and Sampling Techniques- HMW5	HMW	1-8,9
		Estimating Parameters for Single Populations- HMW6	HMW	1-8,9
		Testing Hypotheses about Single Population Parameters- HMW7	HMW	1-8,9
		Analyzing the Differences in Two Populations- HMW8	HMW	1-8,9
		Analysis of Variance- HMW9	HMW	1-8,9
		Introduction to Regression Analysis and Correlation- HMW10	HMW	<b>1-8,9</b>