

BES330-1
Statistics for Administrators

1 Credit

Instructor: TBA

Phone:

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BES330-1 Version: 6



Statistics for Administrators

Calendar Description

This module provides the learner with an overview of basic statistical concepts, methods used for tabular or graphic presentation of data, and numerical data interpretation for decision-making. Lastly, learners also learn about introductory approaches/techniques in probability.

Rationale

This is a required course for the Bachelor of Applied Business: Emergency Services program. Examining the rudimentary concepts and processes involved in statistics makes it possible for students to later grasp more complex statistical information. Raw data can be reorganized into graphic and tabular presentation formats to aid comprehension. Creating graphic and tabular formats provides students with practical experience in manipulating and visualizing numeric data. Probability theory can then be employed to allow students to project the likelihood of an event in the future.

Prerequisites

None

Co-Requisites

None

Module Learning Outcomes

Upon successful completion of this course, students will be able to

1. use basic statistics terminology, and techniques.
2. recognize issues associated with numeric data presentation.
3. recognize the relationship between graphic and tabular presentation of data.
4. apply the principles of probability theory to project the likelihood of certain future events.

Resource Materials

Required e-text(s):

Please refer to the Resource section in the Module for a listing of the resource materials. E-resources are linked in the course module.

Conduct of Module

This module is approximately 15 hours in length. It is delivered on-line and may involve individual, pair, and group work. Students are required to submit assignments, take part in asynchronous discussions, and undertake exercises in the workplace that call for reflective thinking. Participation in this module is paced and mandatory, and students are expected to practice time management skills accordingly. It is critical that each student read the assigned material and keep up to date with all objective tasks, PowerPoint slides, and assigned problems.

Student counseling: Students who are experiencing difficulty with the module should immediately consult the instructor by email.

Module withdrawal: Students should familiarize themselves with the school's module withdrawal policy and procedures, which are explained in the student handbook/calendar.

Students should budget approximately one to two hours of time in preparation for each hour of the estimated 15 hours of class time.

All goals and evaluations of student application and demonstration of their knowledge and skills are determined as per the Online Discussion Grading Rubric and the Paper Grading Rubric linked within the module.

Evaluation Procedures

The final grade is an aggregate of the following components:

Threaded Discussions	(2 @ 20%)	40%
Graphic creation and tubular data analysis and evaluation	(2 @ 20%)	40%
Problem solving	(1 @ 20%)	<u>20%</u>
Total	(5)	100%

All marks are recorded as percentages and then converted to a final letter grade according to the criteria shown below.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Participation

Regular participation in threaded discussions is essential for success in the program. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor participation may result in the termination of a student from a course(s).

If you do not meet the established participation requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript. No credit is earned. Calculated as a failing grade in GPA.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Module Units/Topics

This module consists of 3 units:

1. Statistics data at work
 - ✳ A discussion of statistics data at work and creation of data frequency distribution
2. Graphic and tabular data presentation
 - ✳ A discussion of graphic manipulation of data and creation of graphics
3. Probability at work
 - ✳ A projection of likelihood based on raw data calculation



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