INSTRUCTOR: Jason Gurtovoy  
jgurtovoy@gmail.com

TIME & PLACE: Online


Course Description: This course will introduce students to the basics and applications of various analysis methods for public administration and organizational management. The major topics covered include descriptive statistics, probability, normal distribution, hypothesis testing, measures of association, and regression. Analysis methods are widely used by management analysts to test theoretical ideas, support arguments, solve policy problems, and make managerial decisions. The course requires some basic calculations (addition, subtraction, multiplication, division, and square root functions), but it focuses on the concepts of statistics rather than the technical calculations and complex formulas of statistics.

Course Objectives:
The student will:
1. be able to use basic statistics to quantify real life situations.
2. understand statistics as science of exploring, analyzing patterns, making confident guesses, checking, revising, and generalizing.
3. improve analytical skills by using statistics to describe and analyze situations.
4. understand effective uses of technology in solving statistical problems.

Assessment of Course Objectives: Student achievement will be measured through the use of homework and/or group work assignments, announced or unannounced quizzes, and a comprehensive final exam.

Grading Policy: Grades will be assigned based on the following percentage of points earned from measurement of student achievement of course objectives:
- Quizzes .................................................. 30%
- Online Class Participation ............................. 10%
- Homework (Connect) ................................. 40%
- Final Exam (Comprehensive) ....................... 20%

Grading Scale: 90%-100% A; 80%-89% B; 70%-79% C; 60%-69% D; <60% F

Class Information and Online Class Participation:
Requirements: You should post your initial response by Wednesday, midnight of the week that the module falls on. You will be required to respond to at least two posts by your classmates before Sunday, midnight. Your discussion posts should be thoughtful and represent understanding of the course material. Your grade on the discussions will reflect this.

1. Discussion questions will be posted on blackboard for you to respond to. These questions will enhance your learning and understanding by connecting the concepts from the textbook and lectures to real world situations and circumstances.

2. Participating in online or offline groups with other students is an important part of learning statistics. Your grade will be directly related to the time and effort you invest in working the assigned homework. Using the multimedia learning tools and studying in groups will have a very positive effect on your final grade.

3. Please note: Should you decide to drop this class, it is your responsibility to officially notify the Attendance Office. ULV Policy states that an “F” will be recorded as your class grade if you fail to drop the class by the deadline published in the schedule of classes.

Homework:
Homework assignments are given for you to practice the material covered in class. You are expected to do your homework weekly.

Late homework assignments will not be accepted. You are expected to start early in the week.

Quizzes:
Quizzes will be given every module. The quizzes will vary week to week and information will be sent each week on what they cover and what you should expect.

Final Exam:
The final is comprehensive. More information will be given at a later date.

Online Attendance Policy: Students are expected to attend each online class meeting. We will cover a significant amount of material in this course. Keeping up with connect will ensure that you pass the course.

Academic Dishonesty: Any student who exhibits academic dishonesty in any form will receive a failing grade (F) for the entire course and will be reported to the University Judicial Officer.

Disability Policy: If you have a physical, psychological, and/or learning disability, which may affect your performance in this class, please contact the Student Disability Resource Center as soon as possible.

Additional Help: The Academic Center offers free peer tutoring during the week. Contact the tutorial centers for exact hours or visit their website.
The instructor reserves the right to change this syllabus at any time.

Course Schedule:

<table>
<thead>
<tr>
<th>Module</th>
<th>Sections to be covered:</th>
<th>Dates (tentative):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1-What is Statistics?</td>
<td>3/24/14-3/30/14</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2-Describing Data: Frequency Distributions and Graphic Presentation</td>
<td>3/31/14-4/06/14</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 3-Describing Data: Numerical Measures</td>
<td>4/07/14-4/13/14</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 4-A Survey of Probability Concepts</td>
<td>4/14/14-4/20/14</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 5-Discrete Probability Distributions</td>
<td>4/21/14-4/27/14</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 6-The Normal Probability Distribution</td>
<td>4/28/14-5/04/14</td>
</tr>
<tr>
<td>7</td>
<td>Chapter 7-Sampling Methods and the Central Limit Theorem</td>
<td>5/05/14-5/11/14</td>
</tr>
<tr>
<td>8</td>
<td>Chapter 8-Estimation and Confidence Intervals</td>
<td>5/12/14-5/18/14</td>
</tr>
<tr>
<td>9</td>
<td>Chapter 9-One-Sample Tests of a Hypothesis</td>
<td>5/19/14-5/25/14</td>
</tr>
<tr>
<td>10</td>
<td>Chapter 10-Two-Sample Tests of Hypothesis</td>
<td>5/26/14-6/01/14</td>
</tr>
</tbody>
</table>