GEORGETOWN UNIVERSITY
School of Continuing Studies
Center for Continuing and Professional Education

Course Number: XFIN-657-01
Course Title: Business Statistics
Meeting Time: Fridays, 6:30p.m. – 9:30p.m.
Saturdays, 9:00a.m. – 4:00p.m.
Meeting Room: Chinatown Campus, Room C204

COURSE SYLLABUS

Instructor: Andrew Feng, MBA, CFA, FRM
Office: 640 Massachusetts Ave NW, Washington, DC 20001
Phone: +1 (703) 909-8358
Email: af842@georgetown.edu

Office Hours: Friday 5:30p.m.-6:30p.m., or Saturday 4:00p.m.-5:00p.m., or by appointment.

Optional Text: Jaggia, Sanjiv and Alison Kelly. Business Statistics: Communicating with Numbers. McGraw-Hill Irwin, 2013, ISBN- 0073373664.

Additional Readings: Blackboard account postings, any other business statistics textbooks.

Note: Please feel free to bring any simple scientific calculator (or similar apps on your handheld device).

Course Description:
The objective of this course is to introduce students to the world of statistics. Many of the upper level courses in Economics, Finance, Management, Marketing, and Public Policy use and build upon the statistical techniques and analysis learned in XFIN-657. This course provides a survey of statistical techniques relevant to modern economics and business, with major emphasis on estimation, hypothesis testing, correlation, and regression analysis.

Course Goals:
Upon completion of this course, the successful student should able to:

- Compute mean, variance, standard deviation, correlation and coefficient of variance
- Understand the basics probability concepts – independent v. dependent events, probability calculation using contingency table and counting rules.
- Differentiate between discrete and continuous probability distributions and use normal distribution at proficient level.
- Understand relationship between sample and population and perform hypothesis testing.
- Perform simple regression analysis: specify a regression equation, enter data into Excel, run descriptive statistics on the data, run regressions, interpret, evaluate and communicate the results.
- Write and communicate orally using statistics to inform conversation.

Course Requirements:
All students are expected to come to class and actively participate in discussions and other activities. One test will be administered in this course. It will emphasize your understanding of concepts and tools presented in the course. Test material will come from assigned readings, class lectures, discussions, and homework assignments. Test will be in the following format – key definitions, key concepts, and simple numerical problems.

Cell phones and other electronic devices: Cell phones and other electronic devices should be turned off or placed on vibrate prior to the start of class.

Lateness/Absentee Policy:

1. Classes will begin promptly at the announced times. You must make every attempt to arrive to class on time and stay for the entire duration to benefit fully from this class. Please arrive on time. Attendance will be taken and it is a part of your grade.

2. Past experience indicates that a strong correlation exists between class attendance and passing grades. All students are responsible for the material covered in each lecture. Absence from a lecture does not alter this responsibility. Students who are absent from class should obtain information regarding assignments and course material covered during their absence from classmates. Students who for medical or other reasons believe that they may find it necessary to leave the classroom during a class or test, must inform the faculty of this possibility in advance. Also students must inform the faculty in advance if they will not be able to take a scheduled quiz or test.

Grading:
Grading will be based on the following criteria:

- Test	30%
- Project	30%
- Homework	20%
- Attendance	10%
- Class Participation	10%
Total	**100%**

Academic Standards and Grades:
All Center for Continuing and Professional Education (CCPE) courses are evaluated on Georgetown University's non-credit grading schema (unless otherwise noted), which is detailed below.

Non-Credit Grading Schema:
(SC) Successfully Completed
Successful completion requires completion of all course requirements and satisfactory attendance as defined by the faculty member. Students must receive at least 70% to get a "SC".
(AT) Attendance Verified
A grade of (AT) indicates that a student was in attendance for a majority of the course, but did not satisfactorily complete all course requirements.
(RE) Registered but Never Attended
A grade of (RE) indicates that a student was enrolled in a course, but failed to physically attend.
(W) Withdrawal
A grade of (W) indicates that a student formally withdrew from a course prior to the start of the course.
(I) Incomplete
A grade of Incomplete (I) denotes that the student has not satisfactorily completed all course requirements or met stated learning objectives, but the student has made arrangements with the faculty to meet course

requirements by an agreed date. It is the responsibility of the student to contact the faculty member before the course ends to arrange make-up work. All incomplete coursework must be finished within six months of the last day of that course. If the required course work is not completed within the requisite time, the grade of (I) will become the grade of record.

CCPE faculty members have the privilege of making final judgment as to a student's grade. Disputes or inconsistencies will be resolved by the Associate Dean or Dean of the School of Continuing Studies.

Religious Observances and Test Policy:
Students who anticipate being absent due to their religious observances must notify the faculty in advance. This will allow the faculty to take these observances into consideration in light of their course tests and assignment schedules. If necessary, students must contact the faculty to work out suitable arrangements for make-ups or other satisfaction of academic requirements.

COURSE OUTLINE

Note: This course outline is tentative and is subject to change by the faculty. Any changes will be announced in class. It is student's responsibility to be aware of any changes.

Week	Dates	Topic	Assignments	Notes
1	12/11	General introduction. Basic statistics used in finance (ch3).	Chapter 1, 2, 3 Lecture notes.	Introduction Administrative matters
1	12/12	Regression Analysis. Introduction to probability (cont'd). Discrete probability distributions.	Chapter 14, 5 Lecture notes. Homework Project	Learning/project team formation
2	12/18	Continuous probability distributions. Sampling. Estimation.	Chapter 6,7,8 Lecture notes. Handouts.	Homework is due at the beginning of the class
2	12/19	Hypothesis testing. Comprehensive Course Review Project Presentation	Chapter 8,9 Comprehensive review Lecture notes. **Final Test.**	Project is due at the beginning of the class.

BEST WISHES AND GOOD LUCK!