SYLLABI

Basic data of the subject	
Academic unit	**Faculty of Management**
Subject	**Business Statistics**
Level	**Bachelor**
Course status	**Mandatory**
Year of studies	**I**
Semester	**II**
Number of hours per week	**4**
Value of credits - ECTS	**6**
Time/ Location	**USHAF**
Course lecturer	**Feride Qorrolli Lubishtani**
Contact details	**feride.qorrolli@ushaf.net**
Course description	This course will introduce students to the basics of statistics. Students through the topics of scientific literature will be introduced to the main concepts of the application of statistics in business, the main elements of statistical analysis: mass phenomena and samples. Types of statistical data, Determination of sample size, stratification and data collection techniques. Ways of data collection, Presentation of statistical data: main rules for data presentation, Frequencies, Relative frequency, percentage frequency, Statistical analysis: arithmetic, harmonic, and geometric mean; median, fashion, Variation indicators: standard deviation; dispersion; coefficient of variance; dispersion coefficient; relative variance, Indices and other economic indicators application of indices in business, Probability theory: basic notions; probability of one and many events, Dynamic analysis, trends and simple linear regression, All units included in this course will be directly related to examples and discussions in the economic field.
Course objectives	The aim of this course is to equip students with basic knowledge and skills in the field of Statistics, statistical analysis and application of statistics in business.
Expected learning outcomes	Upon completion of this module, students will be able to: • Gain basic knowledge of business statistics, • Know the methods and techniques of data collection • Identify sample size determination and sample selection - in the initial stage of business work, • Understand the importance of presentation and statistical analysis of data in business, • Perform an interpretation in the basic form of probability theory, • Applies probability theory to the basic aspect of working in business, • Knows methods of dynamic data analysis in the initial form for indices and trend.
Contribution to the student load (which must correspond with learning outcomes)	

Activity	Hours	Days/Weeks	Total
Lectures	2	15	30
Theoretical exercises / laboratory	2	15	30
Internship			
Contacts with teacher / consultations	1	5	5
Field exercises			
Midterm, seminars and projects.			
Homework	2	10	20
Studying (at the library or at home)			45
Final preparation for the exam	2	5	10
Time spent on evaluation (tests, quiz and final exam)	3	2	6
Projects and presentations	1	4	4
Total			**150**

Teaching methodology	Combined lectures and exercises and class discussions
Assessment methods	10 pikë – Activity and attendance 90 pikë – Final exam, The final exam contains open-ended questions, assignments and multiple choice questions , (the student passes the exam if he or she accumulates 50 points from all the evaluation criteria),
Teaching tools	Whiteboard, the internet, wireless, computer, projector, PowerPoint, etc.
Theory vs. practice ratio	60% - Theory 40% - Practice with exercises
Literature	
Basic literature	1. Rahmije Mustafa – Topxhiu, 2016, HYRJE NË STATISTIKË, Prishtinë 2. Ajet Ahmeti, 2016, Statistikë për biznes dhe ekonomiks, Prishtinë
Additional literature	1. Anderson, D., Sweeney, D. And Williams, T., 2005, Statistika, libër i përkthyer (Titulli: Statistics for Business and Economics) PEGI, Tiranë. 2. Kohler, H. (2002), Statistics for Business and Economics, Thomson Learning.
Designated learning plan	
Week	**Lecture**
Week one	Introduction Detailed syllabus presentation Working methods and evaluation
Week two	Introduction to Statistics. Key concepts of applying statistics to business
Week three	Key elements of statistical analysis: mass phenomenon and samples. Types of statistical data.

Week four	Determination of sample size, stratification and data collection techniques. Ways of collecting data, compiling questionnaires.
Week five	Presentation of statistical data: the main rules for the presentation of data.
Week six	Frequencies, Relative frequency, percentage frequency
Week seven	Statistical analysis: arithmetic, harmonic, and geometric mean; mesorja, moda.
Week eight	Statistical analysis: weighted averages and their application in business.
Week nine	Indications of variation: standard deviation; dispersion; coefficient of variance; dispersion coefficient; relative variance.
Week ten	Indices and other economic indicators I
Week eleven	Indices and other economic indicators II: application of indices in business.
Week twelve	Probability theory: basic notions; the probability of one and many events.
Week thirteen	Probability theory: basic notions; the probability of one and many events.
Week fourteen	Normal distribution
Week fifteen	Dynamic analysis, trends and simple linear regression
Academic policies and rules of conduct	
The student is required to attend the lectures regularly and to have appropriate behavior towards the colleagues and the staff of the University, as well as to maintain order in the classroom and actively participate in lectures and exercises.	