SYLLABI

Basic data of the subject	
Academic unit:	**Faculty of Management**
Program:	**Business Management and Entrepreneurship**
Course title:	**Statistics for Business**
Level:	**Bachelor**
Subject status:	**Obligatory**
Year of studies:	**I (First)**
Semester:	**II (Second)**
Number of hours per week:	**3**
Credit value – ECTS:	**6**
Time / location:	**UASF**
Subject professor:	
Contact details:	
Course Description	This course will introduce students to the basics of statistics. Students will be introduced to data collection methods, statistical data analysis, data presentation, probability theories, reading distribution tables, hypothesis building, indicators of variation, dynamic analysis. All units included in this course will be directly related to examples and discussions in the field of economics.
Purpose of the course	The purpose of this course is to provide students with basic knowledge in the field of statistics, statistical analysis and application of statistics in business.
Expected learning outcomes	Upon successful completion of this module, students will be able to: 1. Know the methods and techniques of data collection **(1 ECTS)** 2. Determine the sample size and sample selection **(1 ECTS)** 3. Present and statistical analysis of data **(2 ECTS)** 4. Knows and applies probability theory **(1 ECTS)** 5. Knows methods of dynamic data analyses: Indices and trends **(1 ECTS)**

Contribution to the student workload (which should correspond to the student's learning outcomes)			
Activity	**Hours**	**Days/week**	**Total**
Lectures	**2**	**15**	**30**
Theoretical exercises/assignments	**1**	**15**	**15**
Practical work	**5**	**1**	**5**
Contacts with teachers – consultations	**1**	**8**	**8**
Preparation for project assignments	**1**	**5**	**5**
Course project (planning + implementation)	**1**	**5**	**5**
Homework	**1**	**10**	**10**
Student's own study time (in the library or at home)			**45**
Final exam preparation	**2**	**10**	**20**
Time spent on assessment (tests, final exam)	**2**	**1**	**2**
Projects, presentations, etc.	**1**	**5**	**5**

Total			**150**

Teaching methodology and learning methodology	Lectures and combined exercises and class discussions.
Assessment methods and passing criteria	**The assessment method** – is based on three activities – on which the final grade will be built: • Attendance and activity in class:……**10 points (%)** • Compiling a questionnaire:……**10 points (%)** • Final exam:…….**80 points (%),** **Passing criteria** related to the activities foreseen by the assessment method: **1. Attendance and activity in class – is assessed with 10 points (%) out of 100 points (%) possible:** • Attendance in class **(5 points (%))** - means that the student is regular in lectures. • Activity **(5 points (%))** - means that the student is active during lectures by engaging in solving tasks on the board, by participating in interactive discussions between professors and students, students and students, by providing ideas, opinions, critical thoughts in order to stimulate debate during lectures. **Purpose**: Encouraging critical thinking and benefiting from solving tasks on the board, creative solutions to real situations related to the problems posed - related to teaching and learning in the course module. **2. Compiling a questionnaire - is evaluated with 10 points out of 100 points (%) possible:** Within the semester, the student must prepare a questionnaire (Word), the same questionnaire will be carried out among students in lectures (if desired, it can also be carried out outside the University) and then the collected data will be analyzed, regarding the topics being taught. The topic of the questionnaire can be proposed by the professor or by the student himself - the topic proposed by the student must be approved by the professor. The results are presented to the group.

Project/seminar paper evaluation criteria	
Component	**Pikët (%)**
Structure and Purpose of the questionnaire	2
Compiling questions	3
Analysis and presented results	5
Total:	10

Goal: developing skills in data collection, analysis and presentation.

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3. The final exam test is evaluated with 80 points (%) out of 100 points (%) possible:
The student will be subject to the final exam test, after the completion of the course lectures and within the exam deadlines determined by the University Senate.
The purpose of the exam is to assess the student's knowledge, skills, abilities and competencies, related to the learning outcomes foreseen in the lectured course material.
The exam test (question form) must be completed individually by the student and is evaluated according to the criteria and contains:
• Theoretical questions (one multiple-choice and two short-answer questions) which will be used to assess the student's ability to recall and recognize the concepts and material of the course.....6 points (%)
• Task questions (filling in tables, analyzing trends, etc.) - for which the student himself must be able to give answers related to the material of the lectured course, the same answers will be used to assess the student's understanding and abilities to apply the knowledge gained in the analysis, synthesis/evaluation of the problem.....74 points (%)

Purpose of the test: to assess the acquisition of learning outcomes and the ability to apply them in practical situations.

Grades at UASF:
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<tr><th>Grade</th><th>ECTS/Grade</th><th>Percent (%)</th><th>The definition</th></tr>
<tr><td>10</td><td>A</td><td>90 - 100</td><td>Excellent</td></tr>
<tr><td>9</td><td>B</td><td>80 - 89</td><td>Excellent</td></tr>
<tr><td>8</td><td>C</td><td>70 - 79</td><td>Very good</td></tr>
<tr><td>7</td><td>D</td><td>60 - 69</td><td>Good</td></tr>
<tr><td>6</td><td>E</td><td>50 - 59</td><td>Sufficient</td></tr>
<tr><td>5</td><td>FX/F</td><td>0 - 49</td><td>Insufficient</td></tr>
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<tr><td>Concretization tools – IT</td><td>Use of smartboard, laptop, PowerPoint, Use of "on-line" platforms and tools to support communication and team collaboration, etc.</td></tr>
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<tr><td>The ratio between the theoretical and practical part of the study</td><td>
80% - Theory,
20% - Practical exercises,
This report aims to analyze the connection between the theoretical knowledge acquired during the lectures provided in the course module and the implementation of practical exercises (exercises with students, student quizzes in class, etc.)
Of the total 45 hours planned for the course, the division is made according to the ratio of 80% with a focus on theory and 20% on practice.
• 120 hours are dedicated to theoretical lectures, including the acquisition of basic concepts, methodologies and standards foreseen in the subject module.
• 30 hours are focused on practical exercises, case studies, group work.
Distribution of 6 ECTS according to the ratio 80%-20%:
❖ 5 ECTS (80%) are dedicated to the theoretical part;
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	❖ 1 ECTS (20%) are dedicated to the practical part; This division reflects the balance between acquiring basic concepts and applying them through practical activities.
Literature	
Basic literature:	1. Nuhiu, R. dhe Shala, A., 1995, Basics of statistics, University of Pristina, Pristina. 2. Braha, N., 2006, Basics of statistics, Pristina
Additional literature:	1. Anderson, D., Sweeney, D. And Williams, T., 2005, Statistics,(Titulli: Statistics for Business and Economics) PEGI, Tirana. 2. Kohler, H. (2002), Statistics for Business and Economics, Thomson Learning
Designed lesson plan:	
Week	**The lecture that will be held**
First week	**Detailed Syllabus Presentation** **Working Methods and evaluation** **Introduction to the Course of Statistics for Business** In this lecture we will present an introduction to Statistics (as a concept only) as well as the topics that will be covered during this course. Working methods and assessment methods will also be presented.
Second week	**Introduction to Statistics. Key concepts of applying statistics in business** This lecture will present an introduction to statistics, focusing on the meaning and history of statistics, then its importance, scope and methods, and the organization of statistics. Expected outcome no. 1)
Third week	**The main elements of statistical analysis: mass phenomenon and sample. Types of statistical data** In this lecture, the main elements of statistical analysis will be presented: Mass phenomenon - population, statistical unit - individual, statistical trait, trait variation and trait level, as well as samples. Then the types of statistical data. Expected result no. 1 and 2
Fourth week	**Determining sample size, stratification and data collection techniques. Methods of data collection, questionnaire design** This lecture will present the determination of sample size, types of samples and methods of data collection. In the last part of the lecture, the design of questionnaires will be discussed and the task of designing a questionnaire will be given. Expected result no. 1 and 2
Fifth week	**Statistical data presentation: basic rules for data presentation** This lecture will introduce the way of presenting statistical data. Tabular and graphical presentation.

	Expected result no. 3
Sixth week	**Frequencies** This lecture will introduce frequencies: Absolute frequency, cumulative frequency, relative frequency, cumulative relative frequency, and percentage frequency. Expected result no. 3
Seventh week	**Statistical analysis: arithmetic, harmonic, and geometric mean; median, mode** This lecture will present the meaning, importance, and types of statistical analysis. Absolute and relative magnitudes. Arithmetic mean, mode, median, geometric and harmonic mean, as well as quartiles (when the data are ungrouped) (Lecture topic from the scientific paper) Expected result no. 3
Eighth week	**Statistical analysis: weighted averages and their application in business** This lecture will be a continuation of the previous lecture, here we will see the difference in solving tasks when the data is grouped. (Lecture topic from the scientific paper) Expected result no. 3
Ninth week	**Indicators of variation: standard deviation; dispersion; coefficient of variance; coefficient of dispersion; relative variance** In this lecture, we will present the absolute indicators of variation: range of variation, mean absolute deviation, mean square deviation, standard deviation and dispersion. Expected result no. 3
Tenth week	**Indices and other economic indicators I** In this lecture, indices and other economic indicators will be presented, starting with the meaning and classification of indices and individual or simple indices. Expected result no. 5
Eleventh week	**Indices and Other Economic Indicators II: Applying Indices to Business** This lecture is a continuation of the previous lecture, which will continue with aggregate or group indices and other relative indicators. Expected Result No. 5
Twelfth week	**Probability theory: basic notions; probability of one and many events** In this lecture, the basic notions of probability theory will be presented: evidence, event, probability of an event, conditional probability, independence, etc. Then, the probability of one and many events.

	Expected result no. 4
Thirteenth week	**Probability theory: basic notions; probability of one and many events** This lecture is a continuation of the previous lecture, but here only tasks and exercises in probability theory will be presented. Expected result no. 4
Fourteenth week	**Normal Distribution** This lecture will introduce the normal or Gaussian distribution, as well as its conversion to the standard normal distribution. Expected Result No. 3 and 4
Fifteenth week	**Dynamic Analysis, Trends and Simple Linear Regression** This lecture will present the meaning and methods of dynamic analysis, the graphical method, the moving average method, the seasonal fluctuation method and the trend method. Expected Result No. 5
Academic policies and rules of conduct	
The student is obliged to attend lectures regularly and to have correct behavior towards colleagues and University staff, maintaining calm and active engagement in lectures and exercises is mandatory. During lectures and exercises, eating, whispering that hinders work in the classroom and the use of mobile phones are PROHIBITED. At the same time, mobile phones must be turned off or put on silent and not used during lectures or exercises. Lack of academic integrity (including plagiarism, copying another person's work, use of unauthorized aids in exams, cheating, etc.) will not be tolerated. If there are doubts about the authenticity of the work submitted, the professor has the right to ask the student to verify his/her work. This can be done through: repeating the work, written or oral testing, surprise quiz or any other action deemed necessary by the lecturer.	