

Syllabus

PAD 219 – Descriptive Statistics (Credit Units: 3)

Department of Public Administration,
Faculty of Management and Social Sciences,
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Office Hours: Monday, Tuesday, Wednesday & Friday 10:00am-2:00pm, Thursday 10:00pm-4:00pm

There are numerous ways to reach me. It can be through face-to-face meeting during my office hours where we can discuss and share ideas. This approach results in enhanced understanding. Also, we can have discussion and share ideas on matters related to the course via email, phone calls and whatsapp. Questions during class and immediately after class are welcomed.

Meeting Time and Place:

Monday 9:00-11:00am, Wednesday 19:00am-1:00pm, FMSS Office Block

Method of Instruction:

This syllabus contains an overview of what will be covered in class. Teaching and cooperative learning approaches will be adopted for effective learning. Assignment will be given to the students and will be submitted during lecturing/ teaching period. Class attendance will be taken to encourage high turn up.

Overview:

Descriptive statistics is a branch of statistics that collects, describes, analyses, summaries and presents the characteristics of a given data set. The course provides an overview of how to describe, analyze, summary and presents a given data set. The students need the knowledge of the course and its primary goal is to enable students to gain insights and understand patterns, trends and distributions within the dataset for decision making.

Objectives:

The objectives of this course are to (i) provide insights on the meaning, branches nature and roles of statistics (ii) explain the basic concepts in statistics (iii) examine data set and sources of data (iv) explore methods of collecting, describing, analysing, summarizing and presenting data (v) examine measures of central tendency and dispersion (iv) examine skewness and kurtosis (v) look into the elementary probability theory, probability distribution, normal binominal and poisson (vi) discuss sampling theory and sampling distribution.

Learning Outcomes:

Upon completion of this course, the students should be able to (i) explain what statistics means, branches, nature and roles of statistics (ii) discuss sources of data (iii) know how to collect, analyse, summary, present data and take decisions (iv) generate sample data from population using various sampling techniques (v) calculate central tendency (mean, mode median), dispersion (range, mean deviation, standard, variance and coefficient of variation) (vi) solve questions on probability, normal binomial and poisson.

Course Contents

Statistics/descriptive statistics defined. Branches of statistics. Nature of statistics. Roles of statistics. Basic concepts in statistics. Sources of data, method of collection, analysis and presentation. Sampling theory. Measure of central tendency. Dispersion. Skewness and kurtosis. Elementary probability and probability distribution, normal binomial and poisson.

Lecture Schedules

Week	Contents	Lecturer Notes/Slides
1.	Statistics/descriptive statistics defined. Branches of statistics. Nature of statistics	
2.	Roles of statistics	
3.	Basic concepts in statistics	
4.	Sources of data	
5.	Method of collection, analysis and presentation	
6.	Sampling theory	
7.	Mid-semester break	
8.	Measure of central tendency	
9.	Measure of dispersion	
10.	Test	
11.	Skewness and kurtosis	
12.	Elementary probability and probability distribution	
13.	Normal binomial and poisson	
14.	Revision	
15.	Final exam	

Examination Schedule

- Attendance/class participation
- Home work
- Class test
- End of semester exam

Grading

- Attendance/class participation
- Home work
- Class test
- End of semester exam

Text and References

David, M. L., David, S., Mikki, H., Rudy, G., Dan, O. & Heidi, Z. (2023). Introduction to Statistics (on-line edition).

Jackie, N. (2006). Introduction to Descriptive Statistics. Sydney: Mathematics Learning Centre, University of Sydney.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behaviour conducive to a positive learning environment. The code of student conduct is described in detail in the student handbook or University website.

Academic Honesty

It is the policy of the University that no form of plagiarism or cheating will be tolerated. Plagiarism is defined as the deliberate use of another's work and claiming it as one's own. This means ideas as well as text or code, whether paraphrased or presented verbatim (word-for-word). Cheating is defined as obtaining unauthorized assistance on any assignment. Proper citation of sources must always be utilized thoroughly and accurately. If you are caught sharing or using other people's work in this class, you will receive a zero (0) grade and a warning on the first instance. A subsequent instance will result in receiving an F grade for the course and possible disciplinary proceedings. If you are unclear about what constitutes academic dishonesty, ask.

The screenshot shows the 'MANAGER COURSES' section of the 'UNIDEL CMS' interface. The page is titled 'Courses' and contains a form for managing course information. The form includes the following fields and controls:

- Courseware Document ***: A file upload field with a 'Browse...' button and a status indicator 'No file selected.' To the right is an 'UPLOAD PDF DOC' button.
- Course Code**: A text input field.
- Course Title**: A text input field.
- Isl.**: A dropdown menu.
- 200 Level**: A dropdown menu.
- FOC**: A button.
- Course Objective**: A large text area for entering course objectives.
- Course Synopsis**: A large text area for entering a course synopsis.
- Course Lecturer**: A text input field.
- Exam Mark**: A text input field.
- Test Mark**: A text input field.
- Assignment Mark**: A text input field.
- Lecturer Hour**: A text input field.
- Tutorial Hours**: A text input field.
- Practical Hours**: A text input field.
- Course Unit**: A text input field.

At the bottom of the form, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button.