



Business Center of Excellence

<https://www.hccs.edu/programs/areas-of-study/business/business/>

**BUSI: 2305 Business Statistics
Online CRN 22274 & 23381**

Fall 2020 | Regular Term
8/24/2020 - 12/13/2020
3 Credit Hours | 48 hours per semester

Instructor Contact Information -preferred method -Phone

Instructor: Renee Edwards
Office: West Loop C219 (upstairs)
HCC Email: Renee.edwards@hccs.edu

Office Phone: 713-718-7961
T/R Online
9-10 am by
appointment

Let's Discuss COVID & How That Will Impact this Course

Obviously, none of us planned for this, therefore please be open to change. I'm sure there will be a lot of unknowns this semester so learn to expect the unexpected!

What I can promise you on Day 1 regarding how the course is set up is this HCC has 4 different "types" of class & this course falls under "Online Anytime" & will be conducted based on guidance given from HCC Administration Department. Please see link on Home page of your Canvas shell.

What's Exciting About This Course

First, Welcome! I'm so excited you have picked this course! I know that not everyone wants

to be a statistician but having "numbers literacy" is so important right now. Plus there is a premium in wages if you can speak "data analytics." That said – I want to address those of you who **hate math** ...I get it and I want you to know that I understand that some people have a true fear of numbers & I promise to work with you to get it. I am one of those teachers that believes that people aren't born smarter than others. Smart is just a set of habits & you are more than capable of getting an A in this course. Therefore – please reach out to me early before you start to "hate math" again and we'll figure it out together. Stats is like learning a new language, it isn't hard it is just different! Just like how I had to learn what "ikr" is from my kid. Not hard just different!

The current business environment requires the ability to analyze and summarize data and using statistical analysis for decision-making and problem solving. The course presents basic quantitative methods and provides a foundation so you can approach life from a better perspective. I will meet you wherever you are! If you like math you can work out problems by hand, if you don't you can use internet calculators which do the work for you. Instead I want to focus on the "why" and what does that mean.

That is what makes "statistics" relevant! & again I'm so happy you have decided to take Statistics here at HCC!!

My Personal Welcome

As a professor, one of my responsibilities is to help you find the best way to learn new material. I believe in a student-centered approach. Where everything you need is readily available, I also understand you have multiple demands on your time. Therefore, if you ever feel the class is overwhelming or you do not understand something, please reach out to me immediately. You do not need to wait until you score a low grade, let's work on this together! We have a well-written and informative book with multiple practice problems found at the end of each chapter. There are tons of resources, **let's find out what works best for you**. If something isn't working, then we can switch it up. However, let me also encourage you to be a part of this. This is your education, and you have a part to play -so **play it!** Again, welcome to the class and please read through the syllabus and let me know if you have any questions.

Prerequisites and/or Co-Requisites

BUSI 2305 requires college-level reading and writing skills. The prerequisites required for this course are: Math 1324 Mathematics for Business & Social Sciences or Math 1314 College Algebra and BCIS 1305 Business Computer Applications (3 SCH version) or BCIS 1405. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Instructional Materials

Required Textbook Information



Statistical Techniques in Business & Economics

(18th edition) by

Lind, Marchal, Wathen

ISBN: 9781264384778

Connect Access Code is included in a package that contains the ebook. Options for purchase are the [HCC Bookstore](#) \$135.70. You may either use a hard copy of the book or rent the e-book from McGraw Hill. You can also order your book from [McGraw Hill](#) within the Canvas Shell once the course has opened for around \$95.00. There will also be an option to use a limited free trial of the book on Day 1.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

BUSI 2305 (Business Statistics) is a course which covers descriptive and inferential techniques for business and economic decision-making. Topics which are included in this course are the collection, description, analysis and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Microsoft Excel will be used to analyze data throughout the course.

Program Student Learning Outcomes (PSLOs)

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

Course Student Learning Outcomes (CSLOs)

Upon completion of BUSI 2305, the student will be able to:

1. Describe the random processes underlying statistical studies.
2. Calculate and use probability in solving business problems.
3. Compute descriptive statistics, construct graphs for data analysis, and interpret outcomes.
4. Compute and interpret measures of central tendency and dispersion.
5. Calculate expected values to evaluate multiple outcomes of a decision.
6. Describe, interpret, and apply discrete and continuous probability distributions.
7. Construct and interpret confidence intervals for means and proportions.
8. Formulate, perform, and interpret hypotheses tests (one and two population parameters).
9. Calculate, evaluate, and interpret simple linear correlation/regression.
10. Use statistical software to graph, compute, and analyze statistical data.

Learning Objectives

Learning Objectives for each CSLO can be found at <https://www.hccs.edu/finder/programs/associate-of-arts-in-business---aonline-option/>

Student Success

Expect to spend at least twice as many hours (6 hours) per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Exams

Exams will be made up of 25 questions & are cumulative. Exams are closed book, but you may use your notes (1 standard size front & back page.) As well as, scrap paper to show your work, please be sure to turn in your scrap paper with your exam. Instructions can be found in Canvas. Cell phones, laptop computers, and other electronic devices are not allowed during exams.

Exams will be open no less than 48 hours.

No make-up exams will be allowed except in cases where the student can show documented reasons (i.e. medical emergency, etc.) for missing the exam and not all requests will be honored depending on student performance. If students miss an exam, it is their responsibility to contact the instructor within 24 hours via email/Canvas Message and arrange a make up at the discretion of the instructor.

Weekly Graded Assignments

Course may include both graded and ungraded assignments which have been developed to enhance your learning. Homework assignments provide you a platform to apply the new skills and Excel Simulations assignments will give you the hands-on experience to practice these skills in Excel. Canvas will use your highest score of 2 attempts.

Late Policy

I believe turning in work is most often because students are confused on a particular subject or problem and **just need a little more time to figure it out.** However, I also know turning work in on time is essential to having good study habits.

Therefore, there will be no extensions, but all assignments will be made available to you no less than 2 weeks prior to due date. This way you will not fall behind. However, I do understand that life happens therefore your lowest assignment will be dropped (excluding exams.) Thank you for understanding & respecting the late policy by either working ahead or if you feel you are going to miss a deadline please contact me before the assignment is due.

By doing this, **we can both work together to make sure you are able to turn in your work on time.** Contacting me after a due date has passed is still optional, but please understand I will refer you to this policy going forward.

Grading Formula

Exams	50%
Discussion Boards	20%
Graded Assignments	30%

HCC Grading Scale:

A = 100- 90

4 points per semester hour

B = 89 - 80:

3 points per semester hour

C = 79 - 70:

2 points per semester hour

D = 69 - 60:

1 point per semester hour

59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

Note: Canvas does not round grades, but instead truncates. Meaning an 89.9 will be reported as a B. Therefore, if you want to insure you have an A in the course, make sure you achieve grades that will average to a 90.0 or higher.

Extra credit/curves: None

I respectfully ask that you not ask for extra credit or makeup work. This policy is clearly written above & you asking despite my request shows you are questioning my integrity. Your final score will be based on the work you have completed therefore please reach out to me at the start so we can design a plan & check point meetings to make sure you stay on task.

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester.

Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Incompletes: The grade of "I" (incomplete is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F". Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I" s must be changed to grades prior to graduation.

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least

85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Hight Level Course Calendar

Module 1 6/8- 7/2 Chapters 1,2,3
Module 2 7/5-7/14 Chapters 5 & 6
Module 3 7/14-8/2 Chapters 7-13
Please see canvas for specific dates

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes. After the survey is complete I will do my best to not change syllabus & will therefore award +10 points on lowest exam should I not give you a weeks notice.

Instructor's Practices and Procedures

Missed Assignments

Your (1) lowest grades in Smartbook/ Homework assignments will be dropped, so there will be no make-up for missed assignments. The deadlines for assignments are fixed and there will be no extension.

Academic Integrity

Violation of Academic Scholastic Dishonesty and Grievance

Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, and/or failure in the course, and/or referral to the Dean of Student Services for further disciplinary action. Academic dishonesty includes but is not limited to cheating, plagiarism and colluding. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

If a student does not attend class by the Official Day of Record, they will be dropped automatically for non-attendance.

Class attendance is monitored daily. Although it is your responsibility to drop a course, the instructor has the authority to drop students for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.

Administrative drops are at the discretion of the instructor.

Failure to withdraw officially can result in a grade of "F" (or "FX" if you stop attending classes or logging in and completing assigned work for online classes) in the course.

Student Conduct

Description of expectations for student conduct: I expect students to conduct themselves professionally in their communications with me, their classmates, and college staff. Behavior inappropriate to the collegiate setting (including but not limited to abusive, derogatory, threatening, harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated (this applies in person and online), and may result in removal from the course if severe and/or repeated.

Communications includes, but is not limited to verbal, written, online, in-person, spoken and/or body language or sign language.

Electronic Devices

Description of expectations regarding electronic devices: I encourage use of computers and tablets to practice the material you learn. However, I ask you to put your phone in 'silent' and/or 'do not disturb' mode during the class. There may be times that you need to use these devices but that should solely be for the purpose of learning. Use of social media, surfing the internet and texting is strictly prohibited.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints

- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a

campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Department Chair's name, email address, and office phone number.

Dr. Raven Davenport

713-718-6478

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