



Business Statistics-23190

BUSI-2305

RT 2022 Section 85 3 Credits 01/18/2022 to 05/15/2022

This syllabus will be used for CRN 23190 & CRN 16805; due dates have been updated in Canvas for each section based on your schedule.

Course Meetings

Course is online only no meetings

Welcome and Instructor Information

Instructor: Ms. Renee Edwards

Email: renee.edwards@hccs.edu

Office: 713-718-7961

Phone: 713-718-7961

What's Exciting About This Course

Data literacy is important in today's digital world.

My Personal Welcome

Welcome to the course! Please feel free to reach out to me early and often, you do not need to wait until you have taken an exam.

Preferred Method of Contact

Phone, I can be reached at 713-718-7961 & all calls are returned on Tuesday and Thursday mornings if you did not leave a specific time to get in touch with you.

Office Hours

As needed

Tuesday, Thursday, 9:00 AM to 10:45 AM, Please call 713-718-7961

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. Statistical software will be used to analyze data throughout the course.

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

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](#).

Core Curriculum Objectives (CCOs)

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

Student Learning Outcomes and Objectives

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.

Departmental Practices and Procedures

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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Instructional Materials and Resources

Instructional Materials

Feel free to use an older version of our textbook in order to save money. Be sure you only go back 1 to 3 editions from our posted required textbook. A paper copy of textbook is perfectly fine, if you have any questions please post them to the Virtual Class Discussion Board in your Canvas shell.

Statistical Techniques in Business & Economics

Author: Lind Marchal Wathen

Publisher: McGraw Hill

Edition: 18th Edition

ISBN: 9781264384778

Optional

Price: Please check online for most up to date pricing information

The Connect access code is not required.

Other Instructional Resources

Courseware

Connect is not required for this course.

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Discussion Board	0	Constructive Feedback to Peers	Will work on problem sets and post them to discussion board for review & comment. Grade will be based on completion of the assignment & the constructive feedback you provide.
Exams	100	Will Vary	Will be required to turn in your written work on all non definition questions. Midterm -due the Thursday after Spring Break Final -due the Thursday the last day of class See Canvas calendar for exact dates.
Graded Activities	0	Will Vary	This will include any and all automatically graded work in the course. Depending on class vote late penalty may apply (see weights & rules in Canvas.)
Non Graded Work	0	Practice Exams, Connect Work, Self Check Concept, Test Yourself	Please note course contains multiple reflective and non graded practice exams. These will be assigned a score however, they are not weighted into your final grade. For full information on weighted averages please see index in the back of course textbook.

* Instructor's Practices and Procedures

Incomplete Policy

Please reach out to the Dean of Student Success or your advisor to confirm you meet all requirements for Incomplete. Please refer to the Student Handbook.

Academic Integrity

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

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

Late Policy

5% per day

Technical issues are expected and a given, therefore you will have two attempts for each exam. The grades will be averaged (see Canvas).

Attendance Procedures

Please see student handbook regarding administrative drops for non attendance in an online course.

Student Conduct

Please feel free to speak with me regarding any issues or concerns you have. Regarding online correspondence it is always best to be brief, concise & kind when appropriate.

Instructor's Course-Specific Information

Note: Day 1 will include getting student input on policies for course on an survey I use where you get to "hack the syllabus" & make suggestions about policies and weights in the course.

Therefore, syllabus will be in draft form and should never be viewed as a binding contract.

Devices

Please plan accordingly.

Faculty Statement about Student Success

Please refer to the Board of Trustees most recent statement in which they expressly affirmed its continuing commitment to diversity, equity, and inclusion; and

WHEREAS, the Board, as the governing body of one of the most diverse institutions of higher education in the country, embraces the diversity of our students and employees and values their contributions to the College; and

WHEREAS, the Board conducts its business and the business of the College pursuant to its adopted policies that create an environment of diversity, equity, and inclusion; and

WHEREAS, the Board pledges its continuing support together with the administration to ensure that College policies and procedures align with this commitment to diversity, equity, and inclusion; and

WHEREAS, the Board remains committed to work with the College administration to recognize every opportunity to provide a safe and inclusive environment for all;

WHEREAS, the Board commits to work with the College administration to continue safeguarding an environment where people who feel that they have been discriminated or retaliated against are treated with thoughtfulness and mindfulness;

NOW, THEREFORE, be it RESOLVED and ORDERED by the Board of Trustees of the Houston Community College that the Board remains unequivocally devoted to working with the Chancellor, administration, faculty, and staff to continue a diverse, safe, and inclusive environment for all members of the College community.

Faculty-Specific Information Regarding Canvas

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

Weighted Average: Please be aware this class will use a weighted average for grading. Therefore if you are not familiar with this please reach out at the start of the course, or you can look in the textbook for a description and example on how weighted averages are calculated.

Rounding: Canvas system truncates grades. Therefore, an 89.99 would be reported as a B; because it is <90.0 which is the official HCC Grading Policy (see below)

Estimated Grade Posted: Due to policies, late work, penalty points, drops etc. the grade you will see in Canvas is an estimate and should not be considered accurate unless all course work has been graded & there are no outstanding assignments. Therefore, it is best to always manually calculate your score using a "worst case" guess of any and all future grades.

Final Grade: Will not be available until one week after the course has closed. Therefore, please allow enough time to pass before you check the registrar's office for your final grade.

Grade Appeal: This course follows the HCC Standard Grade Appeal Process for any final course grade (miscalculation, bias, capricious or arbitrary conditions must be shown.) However, for any individual grades, you will have one week after the grade is posted to set up a meeting with me to go over your grade. Errors can easily occur & my goal in creating this deadline is to make sure that at the end of the semester no one is caught off guard by their grades where they need to feel pressure to object to earlier grades to pull up their overall grade. This deadline is done, so that we both can have the conversation ahead of the end of the course. This is always best from a data analytical standpoint, lets use that practice in this course.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Social Justice Statement

Please refer to the HCC Board Resolution on Diversity Equity & Inclusion

<https://www.hccs.edu/about-hcc/board-of-trustees/statements/hcc-board-resolution-on-diversity-equity-and-inclusion.html>

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

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 (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

Student Success

Expect to spend at least twice as many 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.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

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
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- Attend class in person and/or online
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- 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 \(https://www.hccs.edu/studenthandbook\)](https://www.hccs.edu/studenthandbook)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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.

Student 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 \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) 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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

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Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Course Summary:

Chapters 1- 7 Midterm March 24th

Chapters 8-TBD Final May 5th

Additional Information

Expect to spend at least twice as many 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.

Departmental/Program Information

The Business program provides distinctive learning that actively engages students, faculty, and the business community in developing knowledge and skills relevant for success in a complex global economy. The majority of Americans make their living in business, regardless of their academic major. The job market is opening up for individuals with an associate degree in business. The program offers an AA and AAS degrees with certificates in several specializations.

To be eligible for an Associate in Arts (AA), an Associate of Arts in Teaching (AAT), or an Associate in Science (AS) degree from HCC, a student must successfully:

Complete at least 60 semester hours of credit as follows: (a) for the AA degree, 43 hours of required core courses and 17 hours of transferable electives, usually focusing on the student's transfer major (b) for the AAT degree, 44 hours of required core courses plus 16-18 hours of required pre-teaching courses (c) for the AS degree, 43 hours of required core courses plus six additional hours of mathematics, four additional hours of natural science, and 7 hours of transferable electives, usually focusing on the student's transfer major

The Texas Higher Education Coordinating Board (THECB) has designated the Field of Study Curriculum courses as "fully transferable" to other public colleges and universities in Texas. Students planning on transferring to either private or out-of-state institutions should direct transfer questions to that college or university.

For more information, refer to the HCC Catalog (<https://www.hccs.edu/programs/catalog/>) and Field of Study Curricula Approved by the Texas Higher Education Coordinating Board www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Raven Davenport

713-718-6478

Raven.davenport@hccs.edu