

Course Information

Semester & Year:	Summer 2025
Course Title:	Business Statistics
Course Prefix & Number:	GBS 221
Section Number:	17468
Credit Hours:	3
Start Date:	Monday, June 30, 2025
End Date:	Thursday, July 31, 2025

Course Format

The course is online. You will be expected to log-in to Canvas multiple times each week to read the textbook, watch lecture videos, and complete assignments and exams.

This is an accelerated 5-week course. You will be completing the same amount of work as a full, 16-week course over 5 weeks.

Instructor Information

Instructor:	Steven Force
Email:	steven.force@scottsdalecc.edu
Office Hours:	By appointment

Course Description

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis.

Prerequisites

MAT 217 or GBS 220

Course Competencies

1. Collect, organize, present, analyze, and interpret numerical data using frequency distributions and graphical presentations.
2. Calculate and interpret the measures of central tendency for either raw or grouped data.
3. Calculate and interpret the measures of dispersion and skewness for a data set.
4. Use discrete and continuous probability distributions in probability applications.
5. Explain probability sampling and sampling distributions, and describe their uses.
6. Use statistical inference techniques and confidence levels for decision making when testing hypotheses.
7. Use regression and correlation analysis, and interpret the results of the analysis.
8. Use statistical process management and control charting to solve statistical quality control problems.

Texts and Course Materials

- Internet Access & E-mail account

I will be utilizing Canvas during the course and I will send messages and announcements via Canvas. You are expected to check this Canvas frequently. You can also have Canvas send notifications to your student email account.

- Textbook (*Required*)

Title: Modern Business Statistics with Microsoft Excel MT (7th edition)

Author: Anderson

ISBN: 9780357131510

Cost: \$120 from SCC Bookstore

- Software

Microsoft Excel is required for this course. The free starter edition of MS Excel is NOT sufficient for our course (We will need to be able to add the “*Data Analysis Toolpak*” for future chapters. The tool is free within Excel, but is not included in the free version of Excel). Maricopa provides a free MS Office Suite including Excel to students if you do not already have Excel on your home computer:

To get your Office follow these simple steps:

1. Go to <https://login.microsoftonline.com/> and enter the following information:
2. Username: Your Maricopa email address (i.e., MEID@mariocpa.edu)
3. Password: Password you use to log into your Maricopa email account
4. Click Sign in
5. Follow the instructions on the installation screen.

You will need your school email account to sign in.

Important Note: The Office 365 provided by Maricopa Community Colleges is for personally owned (home) computers and devices. Our colleges already provide all our students with access to Microsoft products as a standard computing practice.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office 365

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Homework

Each chapter will have a homework assignment through Cengage (your e-textbook/homework platform). These homework assignments are graded.

Quizzes

Each chapter will have a quiz in Canvas. The best way to prepare for these quizzes will be to watch the videos linked in Canvas and to read the textbook.

Write Ups

You will have write-up assignments throughout the course. You will be given links to articles and videos to read and watch before class. You will write a short (3-4 sentences) recap for each article or video listed for that chapter on Canvas.

Exams

- We will have three section-based exams.
- The exams will be open in Excel for multiple days leading up to the exam's due date. You may complete the exam during any time in that window.
- You will have **2 hours** to complete the exams.
- The exams must be completed using Excel.

Makeup exams: You must let me know before the exam's due-date to make arrangements for a makeup exam. If you do not contact me before the exam's due date, you may not be allowed to take the test.

Exam Due Dates:

Exam 1: Sunday, July 13 (Opens July 10)

Exam 2: Tuesday, July 22 (Opens July 19)

Exam 3: Thursday, July 31 (Opens July 26)

Discussion Boards

You will have 3 discussion board assignments this semester. You will be required to make an initial post **and** respond to at least one classmate for full credit. The posts and responses must be college-level discussions. Do not respond with just “I agree” or another response of that sort. You will lose points.

Case Study

You will have 3 reports regarding the semester-long case study. These reports will be submitted on Canvas. The case study puts you in the situation as a hired consultant for a fictional company, Stellar Brands, Inc. Throughout the semester, you will be completing various statistical analysis for the company and their executives, and share your findings through “email communication” in the form of the 3 reports. The required data and information for each report will be found in Canvas within the case study module.

The reports must include both an Excel file showing your analysis, and written communication explaining the analysis you completed, recommendations for Stellar Brands, and your overall conclusion. This is an individual assignment.

Late Policy

All late submissions will have a 10% late penalty applied to them. No late submissions will be accepted after 11:59pm on Thursday, July 31.

Grading Standards & Practices

Grade Scale

Letter Grade	Range
A	90 – 100%
B	80 – 89.9%
C	70 – 79.9%
D	60 – 69.9%
F	0 – 59.9%

Assignment	Points
Homework (12 @ 15 pts each)	180
Quizzes (13 @ 10 pts each)	130
Excel Basics	10
Write Up (8 @ 5 pts each)	40
Discussions (3 @ 20 pts each)	60
Case Study Reports (3 @ 40 each)	120
Exams (3 @ 150 pts each)	450
TOTAL	990

Response Time

Students can expect a response time of 48 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. However, I will do everything I can to respond much faster than that. You can expect assignments to be graded within a week of the assignment's due date.

Attendance Policy

Attendance and participation are expected for this course. An absence is defined as missing an assignment's due date. **If you have 4 or more absences throughout the semester, you may be withdrawn from the course.**

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend about 18 hours per week on this course. That includes the time watching and working through lecture and example videos, working on homework, quizzes, discussion boards, case study reports, and preparing for exams. Some weeks may require more time, other weeks may require less time. Use the tentative course schedule at the end of the syllabus to plan out your study time around your other schedules.

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Course Expectations

Expectations of you and your work

- I do not expect you to understand everything at the start of the class. However, I can't read your mind. **When you have a question, please let me know.** This can be in an email, a Canvas message, coming to the learning center, etc. My job is to help you, so I want to hear from you when you have questions. I love statistics, and want to share that with all of you!
- **I expect you to try.** I know some students may get nervous or freeze at the sight or thought of numbers. If it helps at all, numbers are *somewhat* secondary in this class! This is a business course, so it's more about what the analysis means to us in a business, and not just about the calculation itself. As long as you put in your best effort into this class, I will be ready to help you overcome any hurdles you face.
- **I expect you to do your own work.** I understand the pull of services like Chegg, CourseHero, Quizlet, or wanting to use AI like ChatGPT or Claude. Using those services will only hurt you moving forward, and could lead to issues, such as plagiarism, in this course. Even if you don't plan on becoming a statistical analyst in your career, the problem solving and critical thinking skills that you learn in this class are crucial for your future success. Do your own work, and trust me, you'll be happy you did in the end.
- **I expect critical thinking.** Like I said, the numbers and the "math" that we'll be doing is not my main concern this semester. I want you to think about what your answers mean, and understand where this could be helpful in your future careers, or even your everyday life. Statistical analysis is used everywhere, even if we don't realize it!

Tutoring

The Accounting & Statistics Learning Center provides free tutoring assistance for our course. Please view the [Accounting & Statistics Learning Center Webpage](#) for tutor hours and instructions for connecting with tutors for assistance.

In-Person Tutoring (BUS-112)

Monday-Thursday: 8am-1pm

Online Tutoring (Google Meet)

Sunday-Thursday: 6pm-8pm

Learning Tools and Your Privacy and Security

[Accessibility Statements and Privacy Policies](#) for all tools used at SCC are available.

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.

Course Schedule

Subject to change

Date	Due at 11:59pm
Monday 6/30	Orientation Quiz, Introduction Discussion Board, Excel Basics
Wednesday 7/2	Ch. 1 Homework, Ch. 1 Quiz, Write Up #1
Saturday 7/5	Ch. 2 Homework, Ch. 2 Quiz, Write Up #2
Monday 7/7	Ch. 3 Homework, Ch. 3 Quiz, Write Up #3
Wednesday 7/9	Ch. 4 Homework, Ch. 4 Quiz, Discussion Board #1
Friday 7/11	Ch. 5 Homework, Ch. 5 Quiz
Sunday 7/13	Case Study Report #1, Ch. 1-5 Exam

Date	Due at 11:59pm
Monday 7/14	Ch. 6 Homework, Ch. 6 Quiz, Write Up #4
Wednesday 7/16	Ch. 7 Homework, Ch. 7 Quiz, Write Up #5
Friday 7/18	Ch. 8 Homework, Ch. 8 Quiz, Discussion Board #2
Sunday 7/20	Ch. 9 Homework, Ch. 9 Quiz, Write Up #6
Tuesday 7/22	Case Study Report #2, Ch. 6-9 Exam
Wednesday 7/23	Ch. 10 Homework, Ch. 10 Quiz, Discussion Board #3

Date	Due at 11:59pm
Friday 7/25	Ch. 14 Homework, Ch. 14 Quiz, Write Up #7
Monday 7/28	Ch. 19 Homework, Ch. 19 Quiz, Write Up #8
Wednesday 7/30	Case Study Report #3
Thursday 7/31	Ch. 10, 14 & 19 Exam