



Course Information

- Semester and Year: Fall 2026
- Course Title: Business Statistics
- Course Prefix and Number: GBS 221
- Section Number: 18322
- Credit Hours: 3
- Start Date: Tuesday, August 25, 2026
- End Date: Friday, December 18, 2026
- Room Number: BUS 103
- Meeting Days: Tuesday & Thursday
- Meeting Times: 12:30pm – 1:45pm
- Class Format: In-Person

Instructor Information

- Instructor: Steven Force
- Email: steven.force@scottsdalecc.edu
- Phone: 480-425-6818
- Office Location: BUS 125
- Office Hours:
 - In-Person: (BUS 125)
 - Monday & Wednesday: 8am-8:45am
 - Tuesday & Thursday: 9am-11am
 - Online: (meet.google.com/fht-qycr-nhs)
 - Monday: 1pm-2pm
 - Wednesday: 2pm-3pm

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 and/or Corequisites

A grade of C or better in GBS 220 or MAT 217 or MAT 218.

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 & Email Account

I will be utilizing Canvas during the course and I will send messages and announcements via Canvas. You are expected to check this course in 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: \$124 from SCC bookstore

Software

Microsoft Excel is **required** for this course. The free starter edition 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 steps:

1. Go to login.microsoftonline.com and enter the following information:
 - a. Username: MEID@maricopa.edu
 - b. Password: Password you use to log in to Canvas
2. Click Sign In
3. 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 computers and devices. Our college already provides all students with access to Microsoft products as a standard computing practice.

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.

Late Policy

If you submit an assignment after its deadline, a 10% late penalty will be assessed.

NOTE: Please keep in mind that computer problems and/or internet outages are not acceptable excuses for late work. It is your responsibility to find an alternate source for internet service, such as a friend's computer, public library, or an internet connection at a local business (like Starbucks).

All assignments must be submitted via Canvas. If you cannot post an assignment on time due to a technical issue, you may email the completed to the instructor to verify the assignment was completed. You must then post the same assignment in Canvas as soon as you are able for review and grading.

Homework

Each chapter will have a homework assignment through Cengage. These homework assignments are graded automatically.

Write Ups

Each chapter will have a write-up assignment. You will be given links to articles and/or videos to read/watch before class. You will write a short (3-4 sentences) recap for each article/video listed for that chapter in Canvas.

Exams

- We will have 3 section-based exams.
- The exams will be taken during class time.
- Since we use Excel throughout the class, the exams will be taken on computers. Students can either bring their own laptop, or use one of the computers provided in the classroom.
- Students are allowed one 8.5"x11" sheet of paper (front and back) with **handwritten** notes. The notes must be turned in at the end of the exam.

Makeup Exams: You must let me know **before** the exam to make arrangements for a makeup exam. If you do not contact me before the exam, you may not be allowed to take the test.

Exam Dates:

Exam 1: October 1

Exam 2: November 10

Exam 3: December 10

Case Study

You will have 8 reports regarding the semester-long case study, Stellar Brands, Inc. 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 analyses for the company and their executives, and share your findings through “email communication” in the form of 8 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.

As part of the final report, you will be required to present your findings. The in-class presentations are tentatively scheduled for Tuesday, December 15 and Thursday, December 17. More information about the final presentation will be shared later.

Case Study Due Dates (all are due at the start of class)

Report #1: September 15

Report #2: September 22

Report #3: October 6

Report #4: October 15

Report #5: October 29

Report #6: November 24

Report #7: December 3

Report #8: December 15

Attendance & Participation Policy

Regular attendance, punctuality, and active participation are essential components of success in this course. This class is designed to simulate a professional environment. Just as in the workplace, showing up on time, prepared and ready to engage, is expected.

Attendance Expectations

- Students are expected to attend every class session in full.
- Arriving more than 5 minutes after class begins will be considered **late**.
- Three late arrivals equate to one absence.
- Arriving 15 or more minutes late, or leaving class early (without a prior discussion with the instructor), counts as an absence.

Participation Expectations

- Active participation means contributing thoughtfully in discussions, engaging in group activities, and completing in-class exercises.
- Being physically present but disengaged (using phones, working on unrelated material, sleeping, etc.) will negatively impact your participation grade.

Professionalism

This course requires professional behavior. In a business environment, being consistently late or unprepared has consequences, such as missed opportunities, reduced trust, and damaged credibility. Developing punctuality and engagement habits now will serve you well beyond the classroom.

Consequences

- **If you collect 4 or more absences throughout the semester, you may be withdrawn from the course.**
- Repeated tardiness will lower your participation grade.

*NOTE: If you have a legitimate reason for being late or missing class (being sick, emergency, etc.), please communicate with me **before class** whenever possible.*

Be present. Be punctual. Be prepared. Treat class time as you would a professional meeting. Arrive on time, actively participate, and respect the shared learning environment.

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours: Tuesdays and Thursdays from 12:30pm to 1:45pm

Minimum course expectations: Assignments are due at various times throughout the week. As a three-credit course, you should plan to invest 9-10 hours per week on coursework.

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-class, before or after class, during office hours, via email, etc. My job is to help you. I love statistics, and want to share that with all of you!
- **I expect you to try.** I know some of you may get nervous at the sight or thought of numbers. If it helps at all, numbers are *somewhat* secondary in this class! Let me help you in overcoming that struggle.
- **I expect you do your own work.** I understand the pull of AI to get work done. However, using AI to complete all of your work will only hurt you moving forward, and could lead to issues in this course. Do your own work, and trust me, you'll be happy you did in the end.
- **I expect critical thinking.** This is the big one! Like I said, the numbers and the "math" that we'll be doing is not my main concern this semester. Instead, I want you to focus on what your answers mean and understand where this could be helpful in your lives and future careers. Statistical analysis is used everywhere, even if we don't realize it!

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course. The [SCC Help Desk](#) provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

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

Generative Artificial Intelligence (AI) Policy

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 Gemini, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

Some Generative Artificial Intelligence (AI) Allowed in Specific Circumstances

There are situations and contexts within this course where you may be permitted to use generative AI tools. In these cases, specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is a generative AI tool or if it is permitted on a specific assignment, please contact the instructor for further clarification before submitting your work.

Unpermitted Use of Generative AI

If an assignment does not clearly state that generative AI tools can be used to assist with its completion, you may **not** use generative AI. If it is found that you used generative AI tools to complete a non-AI permitted assignment, you will receive a “0” on the assignment.

Grading Standards and Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Assignment Name	Points	Percent of Grade
Case Study	280	27.5%
Write Up	60	5.9%
Homework	180	17.6%
Exams	450	44.1%
Attendance & Participation	50	4.9%
TOTAL:	1020	100%

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled office hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person lectures.
- Providing individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

Response Time

Students can expect a response time of **2 business days** for the instructor to respond to messages sent via the Canvas Learning Management System or @maricopa.edu email. Students can expect assignments to be graded within one week of the assignment's due date.

Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning centers' hours and procedures.

If you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

[Classroom Accommodations for Students with Disabilities](#)

[Addressing Incidents of Title IX Sexual Harassment](#)

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	In Class	Due at 12:30pm
8/25	Introduction	
8/27	Ch. 1	Write Up 1, Case Study Quiz
9/1	Ch. 2	Write Up 2, Ch. 1 Homework
9/3	Ch. 2	
9/8	Ch. 3	Write Up 3, Ch. 2 Homework
9/10	Ch. 3	
9/15	Ch. 4	Write Up 4, Ch. 3 Homework, Case Study Report #1
9/17	Ch. 4	
9/22	Ch. 5	Write Up 5, Ch. 4 Homework, Case Study Report #2
9/24	Ch. 5	
9/29	Review	Ch. 5 Homework
10/1	Ch. 1-5 Exam	
10/6	Ch. 6	Write Up 6, Case Study Report #3

Date	In Class	Due at 12:30pm
10/8	Ch. 6	
10/13	Ch. 7	Write Up 7, Ch. 6 Homework
10/15	Ch. 7	Case Study Report #4
10/20	Ch. 8	Write Up 8, Ch. 7 Homework
10/22	Ch. 8	
10/27	Ch. 9	Write Up 9, Ch. 8 Homework
10/29	Ch. 9	Case Study Report #5
11/3	Ch. 9	
11/5	Review	Ch. 9 Homework
11/10	Ch. 6-9 Exam	
11/12	Ch. 10	Write Up 10
11/17	Ch. 10	
11/19	Ch. 14	Write Up 11, Ch. 10 Homework
11/24	Ch. 14	Case Study Report #6
11/26	<i>No Class – Thanksgiving</i>	
12/1	Ch. 19	Write Up 12, Ch. 14 Homework

Date	In Class	Due at 12:30pm
12/3	Ch. 19	Case Study Report #7
12/8	Review	Ch. 19 Homework
12/10	Ch. 10, 14 & 19 Exam	
12/15	Presentations	Case Study Report #8
12/17	Presentations	
