

**GRAYSON COLLEGE**  
**Course Syllabus**  
**BUSI 2305—Internet Section**

**Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.**

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**Course Information**

BUSI2305B01NT Business Statistics—8-week format—Internet section  
Internet course—Internet assignments and tests between 6.0 and 11.5 hours per week— All Testing and other assignments conducted 100% online. There is no need to set foot on campus unless you need a computer.

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**Professor Contact Information**

<b>Instructor name:</b>	Dr. Wade T. Graves	<b>E-mail:</b>	Use Canvas
<b>Office Phone:</b>	903-463-8658	<b>Course URL</b>	Canvas.grayson.edu
<b>Office Location:</b>	CIS 105, Suite B	<b>Office Hours:</b>	by appointment

Dr. Wade T. Graves is classified as a Scholarly Academic (SA) by the AACSB (Association to Advance Collegiate Schools of Business) under its 2016 and 2020 Business Accreditation Standards.

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**Course Pre-requisites:**

BCIS 1305 Business Computer Applications and either  
MATH 1314 College Algebra **OR** MATH 1324 Mathematics for Business & Social Science Majors

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**Course Description – from college catalog**

**BUSI 2305 – Business Statistics**

Descriptive and inferential statistical techniques for business and economic decision making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

**Warning: This is a difficult course!! It is extremely important for you to keep up with the reading, quizzes, homework, and exams. You are expected to work ahead and stay AT LEAST 3 DAYS ahead of all deadlines in this class. Respondus LockDown browser and Respondus Monitor are used in this course which means you must have computer with a webcam. Even though Respondus is used, you may use your text, notes, and a calculator for the quizzes and exams.**

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**Student Learning Outcomes:**

Upon successful completion of this course, students will:

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.

#### **Required Textbooks (ISBN # included) and Materials**

**1a. A Cengage Unlimited subscription if you haven't already purchased one.–AND (if you want a hard copy in addition to the e-book that comes with the Cengage Unlimited subscription)—**

**1b. Textbook:** Anderson, David R., Dennis J. Sweeney, and Thomas A. Williams, Essentials of Modern Business Statistics with Microsoft Excel, 8th edition, 2020 WITH MindTap Access Code South-Western Cengage Learning. ISBN: 978-0-357-13162-6 is the ISBN for the book. NOTE: You MUST obtain your Cengage Unlimited subscription by Tuesday of Week 1.

**2. Software:** Microsoft Office 365 (free for Grayson College Students) or Microsoft Excel 2013 (or later)

**3. Computer:** Windows 8.1 or later with Chrome and Firefox browsers installed.

**4. High Speed Internet & Webcam:** You must have a high speed internet connection in order to be successful in this course. Dial up will not be sufficient.

#### **5. Respondus LockDown Browser with Monitor**

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#### **Required Assignments & Academic Calendar**

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

#### ***Chapters covered in BUSI2305B01NT***

<i>Chp#</i>	<i>Chapter Title</i>	<i>Learning Objectives to be Emphasized</i>
1	Data and Statistics	<ul style="list-style-type: none"> <li>• Distinguish between the various terms used in statistical inference – population and sample.</li> <li>• Recognize the difference between a population parameter and a sample statistic.</li> </ul>
2-3	Descriptive Statistics: Tabular & Graphical displays and Numerical Measures	<ul style="list-style-type: none"> <li>• Be able to calculate and define the relative advantages and disadvantages of common measures of location; specifically mean, median, and mode.</li> <li>• Be able to calculate and define the relative advantages and disadvantages of common measures of variability; specifically range, variance, standard deviation, and coefficient of variation.</li> <li>• Be able to use Excel to calculate the measures.</li> </ul>

4	Introduction to Probability	<ul style="list-style-type: none"> <li>• Grasp basic requirements for assigning probabilities.</li> <li>• Analyze events and basic probability.</li> <li>• Be able to compute probabilities using the addition law and synthesize mutually exclusive events.</li> <li>• Analyze conditional probability and independent events and compute probabilities using the multiplication law.</li> </ul>
5	Discrete Probability Distributions	<ul style="list-style-type: none"> <li>• Understand the concept of a random variable.</li> <li>• Be able to calculate and explain the expected value and variance of a discrete random variable.</li> <li>• Be able to calculate probabilities using the Binomial and Poisson distributions and the appropriate use of each.</li> </ul>
6	Continuous Probability Distributions	<ul style="list-style-type: none"> <li>• Be able to calculate probabilities using the Uniform distribution and understand when it is appropriate to use.</li> <li>• Be able to calculate probabilities using the Normal distribution and understand when it is appropriate to use.</li> </ul>
7	Sampling and Sampling Distributions	<ul style="list-style-type: none"> <li>• Demonstrate simple random sampling and point estimation.</li> <li>• Analyze the sampling distribution of a sample mean, sample proportion, and the Central Limit Theorem.</li> </ul>
8	Interval Estimation	<ul style="list-style-type: none"> <li>• Be able to construct confidence intervals for the population mean.</li> <li>• Be able to construct confidence intervals for the population proportion.</li> </ul>
9 10 11 12	Hypothesis Tests	<ul style="list-style-type: none"> <li>• Analyze Type I and Type II errors.</li> <li>• Be able to perform tests of hypotheses for a population mean—one-tailed and two-tailed tests.</li> <li>• Be able to perform tests of hypotheses for a population proportion—one-tailed and two-tailed tests.</li> </ul>
14	Simple Linear Regression	<ul style="list-style-type: none"> <li>• Be able to estimate the regression equation using ordinary least squares and understand model assumptions.</li> <li>• Be able to calculate the coefficients of determination and correlation.</li> </ul> <p>Be able to estimate a value for the dependent variable and give a value for the independent variable.</p>

### Methods of Evaluation

**Chapter Quizzes**—Twelve quizzes are given in the course, one on each chapter. These quizzes are located toward the end of each Canvas module. These quizzes will help you prepare for the exams since they are taken from the same sets of questions. Poor performance on the quizzes indicates you are not doing well in the course and will have a difficult time on the exams. The quizzes are available for two days during the times listed in the course module and you have 45 minutes to complete each quiz. Note that there is some overlap in the quiz dates in case you want to move at a faster pace. Quizzes and exams will time out and auto submit at 11:59 on the last day of availability. NOTE: Upgrades are NOT available for chapter quizzes.

**Excel Assignments**—An Excel data set located under the Course Work tab with assignments given in an accompanying file. A corresponding chapter to the assignments will have Excel instructions at the end of the chapter to help you use Excel to make the calculations and answer the questions in the assignment.

**MindTap Assignments**—Each module contains homework assignments from the MindTap tool. You are expected to complete each of these assignments before you take the module test and the exams. These assignments are designed to help you study and count toward your final course grade.

**Exams**—Four exams are given. Exams will be taken electronically via Canvas by due dates/times. Exams will be timed and available for three days only. For example, if an exam opens at 1 am on Tuesday it would be available until Thursday at 11:59 pm. and you have 2 hours and 45 minutes to complete the exam and they will time out and auto submit. Exams are located at the end of the appropriate module.

No makeup exams will be given. It is your responsibility to meet deadlines and timelines. You must have access to a computer that "performs" adequately for the course requirements. This is YOUR RESPONSIBILITY! Technical problems do not excuse you from submitting coursework and exams in a timely manner. Technical difficulties during the exams will NOT be considered as an excuse! If you miss taking the exam during the period it is available, a zero will be recorded. When a valid excuse for missing an exam is known in advance (e.g., College representation [varsity sports, PTK, etc.]), the exam must be taken PRIOR to the scheduled date at a time arranged with the professor. This exam might be "off-line"; i.e., student might take the exam in the main campus. Valid excuses for absence from an exam that cannot be foreseen (e.g., sudden illness, etc.) result in the final exam counting double.

Exams will concentrate on textbook materials and other assignments covered during the semester. All exams will be primarily of an objective nature; e.g. problem solving and multiple choice. Once exam grades have been posted it is your responsibility to verify that you have received appropriate credit for it. You have one week after the posting of scores and grades to resolve any disagreements.

**Exam Upgrades**—Once an exam is completed, you will have the opportunity to raise your score on an exam by finding the correct answers to the questions you missed, showing your work to find the solution, and explaining what the correct answer is and the page number in the text where you found the correct answer. You will have to save the exam and then find the correct answers to the questions you missed by working the problem (showing your work) and the page numbers (or the section title if using the e-book) and email them to me as an attachment within three days (72 hours) of the original exam due date. (Example: If the exam is due on Wednesday, you have until Saturday at 11:55pm to submit your Exam Upgrade. NOTE: If you submit the exam late, on Friday for instance, your upgrade is still due on Saturday. Of course, you can still submit the exam late until Sunday at 11:55pm, but the Exam Upgrade option will not be available. Therefore, it behooves you to submit the exams on or before the due date so you have the maximum amount of time to complete the upgrade.)

**How upgrades work**—For example, assume you made a 70 on an exam with 50 questions, that means you would have missed 15 (2 points each). You could then look up and recalculate answers to the 15 questions you missed, show your work, and cite the textbook page(s) where the correct answers were located (OR the section of the e-book where you found the correct answer) and email that to me VIA the Canvas inbox for a possible upgrade. Assuming you got all the answers correct for the 15 you had missed, you would have a 100 on the revised exam. This score of 100 would be averaged with the raw score of 70, giving you an 85 on the exam. In other

words, you can get credit for 50% if the missed questions with an upgrade. If you do not submit the upgrade exam, you will receive the raw score for the exam.

**Attendance**—Since this is an online course, students are expected to be highly self-motivated. It is imperative that you complete assignments in the course website every day or at least four (4) days per week. Anything less than completing the majority of the assigned material for the week will result in an attendance point penalty.

**Participation**—Discussion boards/threads will be available for peer to peer learning and interaction on various topics. Use these to cross-talk with other students about topics currently under study. You need to post an original response and then respond to at least two of your peers postings. Remember, Canvas automatically tracks and records every click, including your name. I can see if and when you logged on, the date and time of day you logged on, and even what you accessed once you logged on.

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## Grading

Points will be assigned as follows:

Item	Percentage of Total
Exams (4 of these)	40%
Chapter Quizzes	20%
MindTap Assignments	20%
Weekly Attendance/Participation	10%
Excel Assignments (3 of these)	15%
Discussions and Attendance	5%
<b>Total</b>	<b>100%</b>

The following scale will be used to determine the final grade:

Percentage of Points	Letter Grade
89.5%—100%	A
79.5%—89.4%	B
69.5%—79.4%	C
59.5%—69.4%	D
Below 59.5%	F

All grades will be entered in Canvas as they are completed.

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## Methods of Instruction

BUSI2305 Business Statistics is an Internet based class. Students will be responsible for completing the MindTap assignments, discussions, chapter quizzes, Excel Assignments, and exams during the week assigned in the course Canvas shell according to the class schedule above.

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## Course & Instructor Policies

Extra Credit—Not available (except for Exam upgrades).

Late Work—Due dates are provided for all assignments. All deadlines are absolute and are designed to teach an important workplace competency. Late work will NOT be accepted.

Missed exams/assignments—If you miss an exam or assignment, you will receive a zero for that item. NO MAKE-UP work is available.  
Exam Upgrades for Major Exams—see explanation elsewhere in this syllabus.  
Attendance—Students are expected to be in class, on time, with their books and ready to work.  
Dropping the Class --- Students are required to meet with me in person before I will sign a drop slip.

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## **Class Attendance**

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

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## **Student Conduct & Discipline**

Students are expected to maintain proper classroom decorum. When working with professors, staff, and other class members, students should always exercise respect, kindness, truthfulness, cooperation, and responsibility. If a student does not maintain proper classroom decorum, he/she will be asked to leave the classroom and, in extreme circumstances, the student will be referred to Student Life for further sanctions.

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## **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GCC Student Handbook for details). Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

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### **Level of technical competence**

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GCC Canvas. Software requirements include Google Chrome or Firefox web browsers, the latest version of Sun JAVA ([www.java.com](http://www.java.com)), the latest updates to your operating system (Microsoft Windows 8.1 or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GCC Help Desk. For more information, visit [www.grayson.edu](http://www.grayson.edu) and select the Help Desk link. No other software is necessary.

## **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly M. Harris, Title IX Coordinator (903-463-8714)

Ms. Logan Maxwell, Title IX Deputy Coordinator- South Campus (903) 415-2646

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

\*\*Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

\*\*These descriptions and timelines are subject to change at the discretion of the Professor.

\*\*Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

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### SCANS Competencies:

**This list summarizes the SCANS competencies addressed in this particular course.**

SCANS Competencies For BUSI 2305			
<b>RESOURCES</b> 1.1 Manages Time	<b>INTERPERSONAL</b> None.	<b>INFORMATION</b> 3.3 Interprets and Communicates Information 3.4 Uses Computers to Process Information	<b>SYSTEMS</b> 4.1 Understands Systems
<b>TECHNOLOGY</b> 5.2 Applies Technology to Task	<b>BASIC SKILLS</b> 6.1 Reading 6.2 Writing	<b>THINKING SKILLS</b> 7.1 Creative Thinking 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.6 Reasoning	<b>PERSONAL QUALITIES</b> 8.1 Responsibility 8.4 Self-Management 8.5 Integrity/Honesty