BUSI 2305 Syllabus
Business Statistics
Tuesdays and Thursdays 11am – 12:45pm
Rm B031 Downtown Lubbock Center
Fall 2025

Instructor: Mrs. Morgan Groves

Email: mgroves@southplainscollege.edu

Office: B017

Office Phone: 806-716-2735

Office Hours: Mon/Wed   8am – 8:45am
Tues/Thurs   8am – 8:45am
     3pm – 4pm
Fri   8am – 11am
(or by appointment)

Course Structure
- Live in-person lectures
  - Daily lectures will be done in class with the notes outline provided on Blackboard.
    - Students are to print the notes *before* coming to class.
  - Assessments, such as quizzes and exams, will all be done in class.
  - All students are expected to be physically in class unless given explicit permission to be virtual.
- Any notes written in class will be saved to OneNote, which has a link in the Course Resources folder on Blackboard.
- Students must have access to Microsoft Excel.

Textbook
- No book for this section.

Course Requirements/Materials
- Attend all classes with notes and homework done.
- All graded assessments assigned in class are expected to be completed in the allotted class time, unless otherwise instructed by the professor.
- Reliable internet access
- Laptop with Microsoft Excel installed
- Graphing Calculator (TI-83 or TI-84 series recommended)
- Printer (for notes), but notes can be done electronically (tablet/iPad) if they are written by hand.
- Smart phone and/or scanner to turn a written document into a PDF file.
- Solid work ethic and character.

Grading:

			Grading Scale:		
Assessments	20%			A	90-100
Tests (4 total)	60%			B	80-89
Final Exam	20%			C	70-79
				D	60-69
				F	59 or below

***Note: Students must justify answers or show work on all problems to receive full credit.

Communication
- Students are expected to check their SPC emails at least once per day.
- The instructor promises to respond to student emails within 48 hours, with the exception of weekends.
- The instructor does not check/respond to emails after 5pm on Fridays and not at all on Saturdays and Sundays. Any emails sent past 5pm on a Friday will be responded to on Monday.

Class Notes
- Found on Blackboard under Course Content.

- Should be completed by each student (hand-written) in class during the daily lectures.
- Bring all notes to class each day (2-3 inch binder recommended)

Assignment Grade
- Depending on how many Assignment grades there are by the end of the term, up to 3 daily grades may be dropped.
- Excel Labs fall in this grading category
- Quizzes are in this grading category

Excel Labs
- Assignment grades
- In-class labs. In the event a lab is not completed in-class, it may be assigned for homework to be turned in at a specified time online.
- I recommend you have a laptop with Microsoft Excel installed and running the most updated version. I recommend having Windows 11 as your operating system. Other versions might be fine, but the steps to doing certain things might vary a little from version to version, operating system to operating system.
- Excel questions may show up on the written exams.

Homework
- Written assignments can be found on Blackboard. These are not turned in for a grade. It is the responsibility of the student to do all assignments to ensure mastery of the material.
- All work in this class must be your own!!

Tests
- 4 midterm exams and 1 final exam
- A 3x5 hand-written notecard can be used on the exams. Double-sided is okay.
- Complete in the allotted class time
- No exam grades will be dropped.
- It is in your best interest to save ALL graded documents until your final grade is assigned at the end of the term.
- Exams may be comprehensive.
- No make-up exams will be given.
    - In the event you miss a test, your final exam grade can replace up to one missed test grade.
- Test corrections are for your own benefit and will not be graded.

Final Exam
- The final exam is comprehensive.
- Any student who does not take the final exam will fail the classes with F's regardless of the student's average.
- No make-up final exam will be offered.
- A 3"x5" hand-written notecard is allowed, but you will not be getting it back after the exam.
- More details will be shared on Blackboard near the end of the term.

Submitting Documents Online (Gradescope)
- Download the Gradescope app onto your smart phone.
    - Log-in with your SPC credentials, just like you log into Blackboard.

Late work
- Definition: work that was assigned but not turned in on time.

- o Ex: notes were to be completed using the lecture videos and uploaded to Gradescope, but student did not upload the notes by the due date.
- Late work is not accepted.
- If you do not turn in an assignment on time, you will receive a zero.

Make-up
- Definition: work that is done by students after the class has already completed the assignment.
  - o Ex: Student misses a quiz in class because they were late or absent from class.
- Make-up work is given at the discretion of the instructor.
- NO make-up labs or tests are given without prior notification AND proper documentation.
- If you are absent from class on an exam day, have given prior notification and proper documentation of your absence, you MUST plan to take the exam BEFORE the next class period or the end of the week, whichever occurs first.
- If proper documentation and/or prior notification was not provided for your absence, and/or if you have not planned (prior to the missed class) with the professor to take the missed assignment, then you will receive a 0 for that assignment.
  - o Some number of grades (not exams) might be dropped at the end of the term depending on how many grades in each category there are by the end of the term.
- Any make-up assignments that are permitted by the professor must be done within 24 hours of the missed assignment.

Attendance Policy
- No more than 6 classes can be missed.
  - o Students may be administratively dropped from the class for missing over 6 classes for *any* reason.
- Students must not miss too many assignments! Missing more than 20% of the assignments in the term can result in an administrative drop from the course.
- Unless given specific permission, students are expected to be in the classroom and on time for class each class day.
- There are no excused absences, even with a doctor's note.
- Tardy
  - o More than 10 minutes late
  - o Leaving early
- Any student who arrives more than 45 minutes late or leaves more than 45 minutes early without instructor permission will be counted absent that day.
- Any student who falls asleep during class or who leaves class for an extended period of time, as determined by the instructor, will be counted "tardy" that day.
- **Every 3 tardies count as 1 absence.**
- Transportation issues? Call an Uber, get a bus pass (Route 5 drops off just one block from the Downtown Center campus – Broadway and Ave Q – and starts at 7:50am and runs until 8:45pm), call a taxi (West Texas Cab Company (806) 559-9900), or ask a friend for a ride.

In the event of "life" preventing you from attending class:
1. Email the professor ASAP to inform her of your situation. Provide documentation, if applicable.
2. Plan to attend class virtually via Blackboard Collaborate (permission required).
   - This will count for your attendance that day.
3. If you are absent or a virtual student on a quiz/test day, plan with the professor via email BEFORE class to take the quiz/test at an agreed upon day/time.
4. If students are not able to attend class virtually and/or are not granted permission to be a virtual student that day, then that missed class will count as an absence regardless of the reason.

Academic Integrity
- Any student involved in cheating will receive a zero on the assignment(s) and will be informed of why he/she received a zero.

- Student may be administratively dropped from the class and will receive an X or F.

Calculators
- You must have a graphing calculator.
- I recommend a TI 83 or 84 series calculator.
- TI-Nspires are NOT recommended unless you are an expert at using them, as the instructor will be of little help.

Class Rules:
- Be on time and ready to learn.
- Use only pencil for all assignments.
- Students are not permitted to use electronic devices, other than a calculator, in class. **Put the cell phones away!!**
- During testing, all cell phones should be turned OFF, all smart watches need to be removed, and both are to be placed on the deck face-down.
- Any student who leaves the classroom for any reason (bathroom, phone call, etc.) during an exam will not be allowed to continue the exam upon their return. Once you leave the classroom during an exam, you are done.
- Adhere to the requirements of the Student Code of Conduct.

South Plains College
Common Course Syllabus: BUSI 2305
Revised July 2023

Department: Business Administration
Discipline: Business
Course Number: BUSI 2305
Course Title: Business Statistics

Available Formats: conventional, hybrid, and internet

Campuses: Levelland and Downtown Center

Course Description: 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.)

Prerequisite: Successful completion with a grade of 'C' or better in MATH 1324 or MATH 1314 and successful completion with a grade of 'C' or better in BCIS 1305.

Credit: 3 Lecture: 3 Lab: 1

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: None

Core Curriculum Objectives addressed:
- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical and quantitative competency skills—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, 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.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission

of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the total class meetings and submit at least eighty percent (80%) of the total class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor <u>may</u> remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student can not receive an X, the instructor will assign an F.

Plagiarism violations include, but are not limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit https://www.southplainscollege.edu/syllabusstatements/.
South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: https://www.southplainscollege.edu/emergency/covid19-faq.php.
SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by* Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases.   Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Tentative Calendar for BUSI 2305 – Fall 2025				
Week	**Day**	**Date**	**Topic**	**Homework**
1	Tuesday	Aug 26	Syllabus and Introduction An Overview of Statistics, Data Collection and Experimental Design	1.1
	Thursday	Aug 28	An Overview of Statistics, Data Collection and Experimental Design *Excel Lab 1.1*	1.1
2	Tuesday	Sept 2	Frequency Distributions and Their Graphs *Excel Lab 1.2*	1.2
	Thursday	Sept 4	Measures of Central Tendency *Excel Lab 1.3*	1.3
3	Tuesday	Sept 9	Measures of Variation *Excel Lab 1.4*	1.4
	Thursday	Sept 11	Measures of Position *Excel Lab 1.5*	1.5
4	Tuesday	Sept 16	**Exam 1**	**Unit 1**
	Thursday	Sept 18	Basic Concepts of Probability and Counting	2.1
5	Tuesday	Sept 23	Conditional Probability and the Multiplication Rule	2.2
	Thursday	Sept 25	The Addition Rule in Probability	2.3
6	Tuesday	Sept 30	Additional Topics in Probability and Counting *Excel Lab 2.4*	2.4
	Thursday	Oct 2	Probability Distributions *Excel Lab 2.5*	2.5
7	Tuesday	Oct 7	Binomial Distributions *Excel Lab 2.6*	2.6
	Thursday	Oct 9	**Exam 2**	**Unit 2**
8	Tuesday	Oct 14	Intro to Normal and Standard Noral Distributions *Excel Lab 3.1*	3.1
	Thursday	Oct 16	Sampling Distributions and the Central Limit Theorem *Excel Lab 3.2*	3.2
9	Tuesday	Oct 21	Confidence Intervals for Means *Excel Lab 3.3*	3.3
	Thursday	Oct 23	Confidence Intervals for Population Proportions *Excel Lab 3.4*	3.4
10	Tuesday	Oct 28	**Exam 3**	**Unit 3**
	Thursday	Oct 30	Introduction to Hypothesis Testing	4.1
11	Tuesday	Nov 4	Hypothesis Testing for the Mean (Sigma Known) *Excel Lab 4.2 – 4.3 (start)*	4.2
	Thursday	Nov 6	Hypothesis Testing for the Mean (Sigma Unknown) *Excel Lab 4.2 - 4.3 (finish)*	4.3
12	Tuesday	Nov 11	Hypothesis Testing for Proportions *Excel Lab 4.4*	4.4
	Thursday	Nov 13	Hypothesis Testing for Difference Between Means (Independent Samples, Sigmas Unknown) *Excel Lab 4.5*	4.5
13	Tuesday	Nov 18	Correlations *Excel Lab 4.6*	4.6
	Thursday	Nov 20	Linear Regression & Measures of Regression *Excel Lab 4.7*	4.7
14	Tuesday	Nov 25	**Exam 4**	**Unit 4**
	Thursday	Nov 27	*Thanksgiving Break*	
15	Tuesday	Dec 2	Final Exam Review	
	Thursday	Dec 4	Final Exam Review	
	Tuesday	**Dec 9**	**Final Exam 10:15am – 12:15pm**	**Comprehensive**

Last day to drop – Dec. 4th