



Course Syllabus
SEMESTER
School of Business, Hospitality Management, and Public Safety

Course Name:	Data Analysis for Business
Course & Section Number:	BUS150 XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	3
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:	
Additional Contact Information:	School of Business, Hospitality Management and Public Safety (567) 661-7280

Catalog Description:

Provide a basis for communication of business information using statistics, provides competence in using statistical tools in preparing and analyzing data related to business processes and product quality. Applications from actual business environments are used to support and develop course concepts. Computer software such as spreadsheets is stressed.

Prerequisite/Corequisites:

Prerequisites: **MTH091 or equivalent** (Please refer to Chapter 2 - Academic College Policy 3358:11-2-06 Assessment Program for entering students), **and IST100 or IST131**
Co-requisites: NONE

Course Materials:

- Textbook and required readings are *free* and available to view or download using the course Blackboard website. The textbook is customized for use in BUS150 and is not available for purchase at the Owens bookstore or anywhere else.
- Microsoft EXCEL software is required to complete portions of this course (EXCEL is included within Office 365, which is available for free to students at www.owens.edu/office365 or available to use in campus computer labs).

- Microsoft WORD software is required to complete portions of this course (WORD is included within Office 365, which is available for free to students at www.owens.edu/office365 or available to use in campus computer labs).

Technology, Lab, and File Requirements:

Even though mobile devices are widely used to access online course content, it is recommended that students have access to a computer on which they can download and install software like Microsoft Office (Office 365 is available for free to students at www.owens.edu/office365 or available to use in campus computer labs). It is also recommended that students be able to access their online course content throughout the week as there may be various due dates and deadlines for your classwork.

What You Will Learn in the Course

Course Objectives:
Quality Basics - processes and process improvement, data types, nature of variation, and quality principles.
Quality Tools for Continuous Improvement - problem solving methodologies and the seven tools of quality with emphasis on graphical displays of data and process control charts.
Basic Statistics - calculate measures of central tendency and dispersion and describe the shape of standard continuous distributions.
Probability - calculate probabilities using probability rules and describe the shape of standard discrete distributions.
Process Capability - calculate how well a process meets its specification.

Student Learning Outcomes:	
Outcome	Where Assessed
1. To understand how statistics fit into a Total Quality Program in a manufacturing or service-based organization.	Final Exam
2. To be proficient in preparation and interpretation of control charts.	Final Exam
3. To utilize computers and statistical software to analyze data.	Final Exam
4. To utilize problem solving and decision-making techniques used by managers and leaders.	Project Part-6
5. To understand how organizations use processes to conduct work, and that processes exist to create results customers care about.	Test-1

As a student at Owens Community College, you will take General Education courses as part of your degree program. While Institutional Competencies are specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

General Education Institutional Competencies Reinforced in BUS150:	
Competency	Where Assessed
Communicate effectively.	Project Part-6
Think analytically, critically, and creatively.	Final Exam

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence

under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

Student Responsibilities & Instructor Expectations

1. Students must independently complete all coursework. The due dates for all course activities will be set by the instructor and communicated to students. Work is due before the end of the day (11:59pm Toledo time) on the due date. Please notify the instructor using email if you have an illness or other situation which prevents you from submitting work on-time.
2. Students must visit the course's Blackboard website regularly to find course documents and grades. The Blackboard login page is located at <http://blackboard.owens.edu>. If you have problems accessing Blackboard, you can contact the Owens IT Help Desk at (567) 661-7120 or helpdesk@owens.edu
3. Students must use their Owens' E-mail account when communicating with the instructor. Your instructor will periodically use your Owens' E-mail account to contact you with important class information. The instructor will usually respond to students' emails within 24-hours on weekdays and 48-hours on weekends/holidays.
4. Students must submit computer files in a format that opens on a standard campus computer.
Acceptable save formats:
 - o Excel Workbook (*.xlsx) for spreadsheet documents
 - o Word (*.docx) or Portable Document Format (*.pdf) for word processed documents.
5. Students must practice proper college etiquette and business professionalism in any communication or interaction with classmates and the instructor.
6. December 11, 2025, is the last day students can drop the course without receiving an official letter grade. Please consult with your academic advisor prior to dropping to review options.
7. Students are expected to participate each week of the semester as outlined in the Class Calendar. This course is a traditional online class, also known as Asynchronous class, and does not require attendance on campus. Although this is a web course, it is not self-paced. There is a structured timeline established by the instructor and students are expected to adhere to predetermined deadlines and availability windows. It is the student's responsibility to meet these deadlines.
8. This online course will require use of Blackboard Learning Management System (LMS). Blackboard is an Internet-based software program that the College uses to deliver its web courses as well as to

supplement and enhance on-campus courses. Students in this course section will use Blackboard to complete online assignments, projects, tests and the final exam. Students will upload and submit the writing assignments using Blackboard and monitor their grades by using the Blackboard Gradebook. Blackboard is also where students will find course announcements including any changes/updates to the schedule, the course syllabus, and chapter outlines. Logging into Blackboard starts by clicking the Blackboard link at the top of the Owens Community College Homepage and using your Owens Username and Password.

9. If you let me know prior to a due date that you will be submitting late, I will consider an alternative with you. If you do not contact me prior to a due date, any activities submitted after the due date will be considered “late” and subject to the following “make-up policy”: there will be a deduction of 30% of the possible points.
10. All assignments and tests will be graded within one week of the posted due date.

How Grades are Determined and Major Assignments

Course activities that count towards grade	Value	Student Learning Outcomes (SLO) Assessed
Tests - Six (6) tests each worth 50 points. A due date for each test is given in the Class Calendar provided within this syllabus. Each test must be completed online using Blackboard.	300 points	Test 1 – SLO#5 & SLO#1 Test 2 – SLO#3 Test 3 – SLO#3 Test 4 – SLO#3 Test 5 – SLO#2 Test 6 – SLO#3
Final Exam - Exam worth 100 points. A due date for the exam is given in the Class Calendar provided within this syllabus. The Final Exam must be completed online using Blackboard.	100 points	SLO#1 SLO#2 SLO#3
Project – Six (6) parts with parts 1-5 each worth 20 points and part 6 worth 50 points. A due date for each project part is given in the Class Calendar provided within this syllabus. Detailed project expectations will be provided during the semester. The Project must be completed online using Blackboard.	150 points	SLO#4
Assignments – Thirteen (13) assignments each worth 10 points. A due date for each assignment is given in the Class Calendar provided within this syllabus. All assignments will be completed online using Blackboard.	130 points	SLO#1 SLO#2 SLO#3 SLO#4 SLO#5
Week-1 Quiz - Quiz worth 20 points. A due date for the quiz is given in the Class Calendar provided within this syllabus. Quiz is a review of Microsoft EXCEL basics, how to download files from Blackboard, and how to upload and submit files in Blackboard. Week-1 Quiz will be available in Blackboard on day one of the term.	20 points	SLO#3
Total Possible Points	700	

Final Grade will be determined based on total points earned as follows:		
Grade	Percentage of Possible Points	Points
A	90% to 100%	630 to 700
B	80% to less than 90%	560 to less than 630
C	70% to less than 80%	490 to less than 560
D	60% to less than 70%	420 to less than 490
F	0% to less than 60%	0 to less than 420

Important Dates to Remember - SEMESTER (16-week classes)	
DATE	Semester Begins
DATE	Last day to ADD 16-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Exam Week
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade
DATE	Commencement

Class Calendar:	
Week	Topic
1	Available this week in Blackboard “Welcome” module: ☐ read the course Syllabus ☐ read article <i>What Is Business Analytics</i> ☐ complete the Week-1 Quiz (due DATE) Available this week in Blackboard “#01” module: ☐ read Chap 1 - <i>Process-Based Quality</i> ☐ Assignment 1 (covers Chap 1; due DATE)
2	Available this week in Blackboard “#01” module: ☐ read Chap 2 - <i>Data Collection and Management</i> ☐ Assignment 2 (covers Chap 2; due DATE) ☐ Project–Part 1 (covers Chap 1 & 2; due DATE)

Class Calendar:	
Week	Topic
3	Available this week in Blackboard “#01” module: ☐ Test 1 (covers Chap 1 & 2; due DATE) Available this week in Blackboard “#02” module: ☐ read Chap 3 - <i>Data Visualization, Graphical Analytic Techniques</i> ☐ Assignment 3 (covers Chap 3; due DATE)
4	Available this week in Blackboard “#02” module: ☐ Assignment 4 (covers Chap 3; due DATE) ☐ Project–Part 2 (covers Chap 3; due DATE)
5	Available this week in Blackboard “#02” module: ☐ Test 2 (covers Chap 3; due DATE) Available this week in Blackboard “#03” module: ☐ read Chap 4 - <i>Descriptive Statistics, Quantitative Analytic Techniques</i> ☐ Assignment 5 (covers Chap 4; due DATE)
6	Available this week in Blackboard “#03” module: ☐ Assignment 6 (covers Chap 4; due DATE) ☐ Project–Part 3 (covers Chap 4; due DATE)
7	Available this week in Blackboard “#03” module: ☐ Test 3 (covers Chap 4; due DATE) Available this week in Blackboard “#04” module: ☐ read Chap 5 - <i>Probability Basics and Binomial Probability Distributions</i> ☐ Assignment 7 (covers Chap 5; due DATE)
8	Available this week in Blackboard “#04” module: ☐ read Chap 6 - <i>Continuous Probability Distributions</i> ☐ Assignment 8 (covers Chap 6; due DATE)
9	Available this week in Blackboard “#04” module: ☐ Test 4 (covers Chap 5 & 6; due DATE) Available this week in Blackboard “#05” module: ☐ read Chap 7 - <i>Statistical Process Control</i> ☐ Assignment 9 (covers Chap 7; due DATE)
10	Available this week in Blackboard “#05” module: ☐ Assignment 10 (covers Chap 7; due DATE) ☐ Project–Part 4 (covers Chap 7; due DATE)

Class Calendar:	
Week	Topic
11	Available this week in Blackboard “#05” module: ☐ Test 5 (covers Chap 7; due DATE) Available this week in Blackboard “#06” module: ☐ read Chap 8 - <i>Process Capability</i> ☐ Assignment 11 (covers Chap 8; due DATE)
12	Available this week in Blackboard “#06” module: ☐ Assignment 12 (covers Chap 8; due DATE) ☐ Project-Part 5 (covers Chap 8; due DATE)
13	Available this week in Blackboard “#06” module: ☐ Test 6 (covers Chap 8; due DATE) Available this week in Blackboard “#07” module: ☐ read Chap 9 - <i>Introduction to Continuous Quality Improvement</i> ☐ Assignment 13 (covers Chap 9; due DATE)
14	Available this week in Blackboard “Final” module: ☐ Project Written Report (covers Chap 1-9; due DATE) ☐ Final Exam (covers Chap 1-9; due DATE)

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.