University of North Texas at Dallas
Spring 2016
SYLLABUS

DSCI 2710-003: Data Description & Analysis with Spreadsheets 3Hrs

Department of		Business	Division of	Business and Public Leadership

Instructor Name:	Jasook Kwon, Ph. D.
Office Location:	DAL2-302 A
Office Phone:	
Email Address:	jasook.kwon@untdallas.edu

Office Hours:	; Wednesdays 9:20-9:50am & 12:50-2:00pm; Fridays 4:00- 5:20pm; or by appointment
Virtual Office Hours:	Any time by e-mail

Classroom Location:	Founder's Hall (DAL2) -213
Class Meeting Days & Times:	Fridays 5:30 – 8:20pm

Course Catalog Description:	Collection, description and analysis of numerical data. Data presentation, tables, charts and graphs, descriptive statistics, analysis of time series and index numbers, sampling techniques and distributions, estimation, confidence intervals, with applications in quality control and productivity.

Prerequisites:	None
Co-requisites:	None

Required Text:	Textbook: Discovering Business Statistics by Nottingham and Hawkes. Software: Discovering Business Statistics from Hawkes Learning System (software + textbook bundle ISBN is 1-935782-88-6). On-line purchase is available at www.hawkeslearning.com. Check Hawkes Enrollment Instruction on the page 6 of this syllabus

Recommended Text and References:	Any Excel Primer – Excel reference used in BCIS 2610 will suffice.

Access to Learning Resources:	**Blackboard (https://learn.unt.edu)**
	Check syllabus, class announcements, and course contents (including lecture slides, Excel assignments, HLS link, statistics tables, and etc.) and all Links.
	 UNT Dallas Library: phone: (972) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	 UNT Dallas Bookstore: phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:

The goal of this course is to learn how to use common business statistical techniques to aid in decision-making.

Learning Objectives/Outcomes: At the end of this course, the student will

1	have an increased understanding of the statistics in business decision making,
2	be better able to select the appropriate statistical tool/methodology to aid in business decision making,
3	be able to use a computer spreadsheet program such as Excel to describe and analyze numerical data,
4	be better able to communicate in the language of applied business statistics,
5	be able to manipulate simple statistical formulae to solve non-verbal (numerical) problems, and

Course Outline

TOPICS	TIMELINE
Syllabus Decision Making Using Statistics (Ch. 1.1 – 1.3) The Reality of Conducting a Study (Ch. 2.1 – 2.4) Levels of Measurement & The Type of Data (Ch. 2.5 – 2.8) **Hawkes (HLS)**: Request Access code & Enroll in System (check instructions on next page) **HLS certification (module # 1.1-1.3 by 2/18)**	Week of 1/22
(The Type of Data continues) Organizing, Displaying, and Interpreting Data (Ch. 3.1 – 3.7) **HLS certification (2.5-2.6; 3.4; and 3.5- 3.9 by 2/18)**	Week of 1/29
Descriptive Statistics (Ch. 4.1-4.3; 4.5; 4.7) **HLS certification (4.1 and 4.2a by 2/18)**	Week of 2/5
Descriptive Statistics continues (Ch. 4.1-4.3; 4.5; 4.7) Review	Week of 2/12
Midterm Exam 1 After-exam lecture on exam day: Correlation (Ch. 4.8 Measures of Associated between Two Variables) Finish Excel Assignment 1 before you take Webtest 1. You need the output of Excel Assignment 1 as reference when taking Webtest 1. **Webtest 1** will be open through HLS on Sat. 2/27 and Sun. 2/28.	**Week of 2/19**
Ch 4.8 continues Probability: (Ch 5.1 – 5.6) **HLS certification (4.8; 5.1-5.2; and 5.4 by 3/24)**	Week of 2/26
Discrete Random Variables (Ch. 6.1- 6.3) The Binomial Distribution (Ch. 6.5) **HLS certification (6.1–6.3 and 6.5 by 3/24)**	Week of 3/4
The Poisson Distribution (Ch. 6.6) Review	Week of 3/11
Spring Break – No class	Week of 3/18
Midterm Exam 2 After-exam lecture is on Continuous Probability Distribution and The Normal Curve (Ch. 7.2 – 7.4) **HLS certification (7.2; 7.3b; and 7.3C by 4/21)** Excel Assignment 2 **Webtest 2** on Excel Assignment 2 will be open Sat. 3/26 and Sun. 3/27.	**Week of 3/25**

Normal Distribution continues	Week of 4/1
Samples and Sampling Distributions (Ch. 8.1-8.3) **HLS certification (8.3 by 4/21)**	Week of 4/8
Estimating Means: Single Samples (Ch. 9.1 – 9.5) Review	Week of 4/15
Midterm Exam 3 Excel Practice Excel Assignment 3 Webtest 3 on Excel Assignment 3 will be open Sat. 5/7 and Sun. 5/8	**Week of 4/22**
Review for Final	Week of 4/29
Final Exam: **a two-hour comprehensive exam in your classroom on May 6, 2016**	**Week of 5/6**
No class meeting this week. Finish your Hawkes modules	Week of 5/13

All overdue Hawkes module certification should be submitted by 11:59pm Fri. May 13, 2016 Central Time. The section will be closed after this time. The list of Hawkes module required is on the next page.
WEBTEST: On-line quizzes through Hawkes Learning System. WEBTESTs evaluate Excel Assignments.

Important dates
W 2/ 3/ 2016: Last day to drop without W.
F 2/ 26/ 2016: Last day to withdraw from a course with a grade of W (*Written consent of Instruct Required*)
F 4/ 22/ 2016: Last day a student may withdraw from all classes for the semester

Course Evaluation Methods

GENERAL COMMENTS:

1.   Basically, each class consists of lecture and problem solving (in-class exercise problems). Lecture note power point files will be posted on the course Blackboard before class time. In-class exercise problems are selected from chapter end exercise problems or some variation of them. Instructions and announcements on upcoming assignments are delivered in the class meeting time.

2.   Regular and punctual attendance for the **full** period of each class is expected. Absences and tardiness are likely to cause you to miss the presentation of significant material; this generally results in a much lower grade.

3.   You should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class, everyone can benefit from your question.

4.   PLEASE invest enough time for your study outside class meeting time! 2-3 hours out of class for every hour of class meeting per week. You need to set aside enough time for reading textbook, reviewing in-class exercise problems, completing Hawkes module certifications, and Excel assignments. Doing the assignments is essential to succeeding in this course. In addition to the problems in the textbook, the Hawkes Learning System modules are intended to assist you in better structuring the learning time you spend on practice problems. You are encouraged to keep up with the assignments by the recommended timeline.

5.   If you drop the course, you have the final responsibility for seeing that you are properly withdrawn or dropped before the scheduled last drop day. Anyone who stops attending class should execute the drop procedure since failure to do so may result in a grade of "F" which cannot be changed.

6.   Once you set up your Hawkes account, you can check your most current grade from "progress report" section of your Hawkes account. You are requested **not** to phone the Dean's Office, **or the instructor** for your final grade in the course.

EVALUATION COMPONENTS

1. **Hawkes Learning System (HLS) Module Certification:** Tutorial certifications are **required** course assignments. Once you enroll in my section of Hawkes, the modules are certified online when you complete "certify" part of each module. 15 modules are assigned for total 120 points: (15 modules x 8 pts each) = 120 pts.

	Hawkes Learning System (HLS) module # and title	Due Dates
1	1.1 – 1.3 Getting Started	Check the due date from the course outline table (pages 2~3). There is 25% penalty for overdue submission. All overdue certification should be submitted by 11:59pm., May 13, 2016. Check Hawkes for bonus modules.
2	2.5 – 2.6 Levels of Measurement and Data Classifications	
3	3.4 Frequency Distribution	
4	3.5 – 3.9 Graphical Displays of Data	
5	4.1 Measures of Location	
6	4.2a Measures of Dispersion	
7	4.8 Measures of Association between Two Variables	
8	5.1- 5.2 Classical Probability	
9	5.4 Probability Rules (Properties, /complement, and Addition Rule)	
10	6.1 – 6.3 Discrete Random Variables	
11	6.5 Binomial Distribution	
12	7.2 Introduction to the Normal Curve	
13	7.3b The Normal Distribution	
14	7.3c Z-transformation	
15	8.3 The Distribution of the Sample Mean	

(Please read the enrollment instructions from pages 6~7)

Please follow instructions below for registering a Hawkes Learning System online. All modules must be registered online, whether you complete the module in one of the UNT Dallas computer labs or at home. After completing a module and registering it, you check your Progress Report. **You should print a copy of the progress report every time you complete a module**. Keep it with you. This hard copy of the progress report can be used in case of need if the system fails/crashes. Progress reports showing completion of a module may be used if the system errors in recording a module. The date on the progress report will be used to update the system. To earn full credits, you need to certify assigned Hawkes modules by due dates. Overdue certification is accepted but at a **25% penalty**. No certification submission will be taken after 11:59pm. May 13, 2016.

2. **Excel Assignments & Hawkes Webtests:**

Excel assignments require you to use an Excel spreadsheet program to analyze and describe real-world business data. By simulating real business problems and requiring you to communicate in writing through the language of statistics, these evaluation instruments will reinforce the course objectives.

Excel Assignment will be posted on "Excel Assignments" folder from the Blackboard about two weeks before Hawkes Webtest days. In this course, three Excel assignments will be assigned. Each Excel assignment will be tested by Webtest via your Hawkes account (for example, Webtest 1 is for Excel Assignment 1). First, run Excel as instructed and answer the Excel assignment problems using your Excel output. Webtest is an on-line quiz via your Hawkes account and, as such, Webtests are an important part of the course grade.

Webtest is available only on scheduled day via your account of the Hawkes Learning System. You need to finish Excel assignment and have Excel output BEFORE you sit for Webtest. Consult your Excel assignment answers and output while taking Webtest. Webtest is an on-line timed quiz. Therefore, get everything you need (e.g., hard copy of your Excel output, textbook, calculator) before opening the Webtest. **No make-up** Webtests will be allowed except for documented emergencies (See student handbook).

3. **Exams:** There will be three in-class Midterm exams and a comprehensive Final. The lowest grades of three Midterm exams will be thrown out. For each exam, you will be allowed to use your own textbook (paper version), a calculator, statistics tables (paper version), and formula sheets. Any other notes or slides will **NOT** be allowed. **No make-up** examinations will be allowed except for documented emergencies (See student handbook).
To demonstrate your ability to use quantitative techniques in business, you will answer exam questions based on short cases. Rather than being purely numerical, problems will be presented in written language.

4. **Grading Matrix**

Point Allocation:

        Two high grades of midterm exams (2 exams x 160 points)   320 points

(The lowest grade of three midterm exams will be thrown out.)

Final Exam (comprehensive)		200 points
Hawkes Tutorial Certifications	(15 modules x 8 points)	120 points
Three WEBTESTs on Excel Assignments (3 * 20 points)		60 points
TOTAL		700 points

Letter Grade Determination:
  A: 630 points or above: 90% or higher
  B: 560 ~ 629 points (inclusive): 80 ~ 89%
  C: 490 ~ 559 points (inclusive): 70 ~ 79%
  D: 420 ~ 489 points (inclusive): 60 ~ 69%
  F: 419 or below: lower than 60%

  The grade of Incomplete, "I" is seldom assigned. Please see the details of incompletes in the student handbook.

Instructions on Hawkes Learning System (Required software)

1. Set Up:
   What you pay for is your access code to the software. The software is downloadable from publisher's website, usable completely on-line through publisher's web platform, or available as a CD-ROM from book store. In any case, do NOT purchase a used Access Code (or License Number) from other students or online vendors. Access Codes are registered to the original purchaser only.

   ### Method1. Install Software (Discovering Business Statistics) and Get Your Access Code

   I recommend purchasing on-line at publisher site, http://www.hawkeslearning.com following option 1 instruction below. But if you already purchased software from university bookstore, follow option 2.

   Option 1: This is for on-line purchase (need to pay with credit cards). Go to http://www.hawkeslearning.com. Software itself is free but you need to pay for your access code. From the left column of the website, click **Get Your Access Code** and choose "Purchase an Access Code". Follow the screen prompts: type your school name as University of North Texas**-Dallas**. Your product is Discovering Business Statistics. Add. You are NOT required to buy eBook. You may purchase it for your convenience, but electronic version textbook is NOT allowed in open-book exams of this course.
      Then, **Download the Software** from http://www.hawkeslearning.com . Select **Discovering Business Statistics (textbook by Nottingham, Hawkes).**   Follow the screen prompts. Choose the software from "Student" section (PC version vs. Mac version; Compact version vs. Complete version).

   Option 2: This is for those who already purchased the software from University bookstore. You already paid for access code when you purchased software from university book store. Check the back of the tear-off strip attached to the front cover. There is your prepaid license number. To actually run the software, you need to get access code by registering your license number at http://www.hawkeslearning.com.   In Hawkes web page, click **get your access code**, and go to **Register my License Number** by entering your license number. You will receive your code within minutes. If there is a 15 minute delay in receiving your code, contact Hawkes Learning at 800-426-9538 and they will assist you. **Be sure to enter your name exactly as the register at UNT has your name (e.g., no nicknames, etc.).**

<u>Method 2. Using web-based software</u>
If you don't use installed software and want to do your homework completely on-line, you can use the web-based software at www.learn.hawkeslearning.com.

Step 1: First, create your Hawkes Account on the web (www.learn.hawkeslearning.com). Register your email address and set password. In this process, you need to input your access code (or license number) you already purchased.

Step 2: Enroll in Your Course. Select your instructor and section from the drop-down menus and click Enroll.

Step 3: Explore Your Course. Watch the Video Tour to learn more about the site:
- The Dashboard includes your course information and the mini To-Do List.
- The To-Do list shows you when you need to complete homework
- The Navigation toolbar contains links to important tools such as your grades, eBooks, and messages.

2. Enroll in Your Course (section) of Hawkes

You need to enroll in my Hawkes section to get your certification grade recorded in my Hawkes gradebook. Input following information at screen prompts:
The campus of this course is **University of North Texas – Dallas**; course ID is **UNTDDBS**; your instructor's name is **Jasook Kwon**; Wednesday class section number is 002.
Remember: The course ID is UNTDDBS.

3. Do Your Hawkes Assignments (Certification Modules)

Each lesson involves three phases: Learn, Practice, and Certify. Use Learn and Practice to learn the concepts and work out practice problems. Move to Certify when you feel confident in the material.

There are 15 assigned modules that you need to complete and some bonus modules for extra credits. Please check the list and due dates.

Besides, you need to use Hawkes account to take Webtests (instructions will be given when Excel Assignment is ready).

4. Checking Your Progress

On the page after log in, you will see "Progress Report" button. From your Hawkes Progress Report, you will find your points for the Hawkes modules completed so far, your Webtest points, and Your Exam scores. I strongly recommend that **you print this Progress Report every time you certify a module.** The hard copy showing completion of a module may be given to your instructor as a proof if the system errors occur in assigning or recording points.

To Get Technical Help from Hawkes Technical Support

Phone: 800-426-9538 (Mon.-Fri. 8:30am – 10:00 pm ET)
On-line chat: http://www.hawkeslearning.com/chat   Support Center, 24 hours a day, 7 days a week
Technical Support Email: support@hawkeslearning.com

COLLEGE POLICIES

1.   If you wish to register a complaint, you should first discuss your complaint with your instructor. To further pursue your complaint, contact the Dean of Business.

2.   The course grade of "I" is not given except for rare and very unusual emergencies, as per university guidelines.

3.   The University policy on Code of Conduct and Ethics is contained in the **Student Guidebook**. You are responsible for knowing the information contained in this and all other official University publications.

4.   Students with Disabilities: The College of Business Administration complies with the **Americans with Disabilities Act** in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the "Act" and would like to request accommodation, please see me as soon as possible. My office hours and office number are shown at the top of this syllabus.

5.   Dates of drop deadlines, exams, final exams, etc., are published in the university catalog and schedule of classes. Please be sure you keep informed about these dates.

University Policies and Procedures
 Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Business is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For

more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:
Assignment should be submitted on time. 25% late submission penalties will be applied for overdue submission (but submitted before final) except for documented emergencies (See Student Handbook).

Exam Policy:
Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.
In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:
On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:
The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

Other Policies:

- *Use of electronic devices that creates distractions to the students or instructor is not tolerated.*
- *Use of Laptops is permitted and encouraged if you find them helpful. They will not be available for testing.*
- *See the Student Handbook for a comprehensive discussion of Incompletes. The grade of Incomplete, "I", is seldom given and cannot be used to compensate for poor performance in this course.*