

University of North Texas at Dallas
Spring 2014
SYLLABUS

DSCI 2710D-091: Data Description & Analysis with Spreadsheets 3Hrs			
Department of	Business	Division of	Business and Public Leadership
Instructor Name:	Jasook Kwon		
Office Location:	DAL2-305		
Office Phone:			
Email Address:	jasook.kwon@unt.edu		
Office Hours:	Wednesdays 9:00 – 9:50 am; 1:00 – 2:20 pm or by appointment		
Virtual Office Hours:	Any time by e-mail		
Classroom Location:	DAL2-101		
Class Meeting Days & Times:	Wednesdays 10:00AM – 12:50PM		
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: <u>Discovering Business Statistics</u> by Nottingham and Hawkes. Software: <u>Discovering Business Statistics</u> from Hawkes Learning System (Software ISBN is 9781938891007. You can purchase the software from UNTD bookstore or download it from www.hawkeslearning.com .) Course ID is UNTDDBS . Refer to the instructions for software purchase or download on the next page.		
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 announcement, and course contents (including slides, Excel assignments, HLS link, statistical tables) and all Links. Course contents section has all material you need for this course. 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@fhcg.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
6	have an enhanced ability to follow directions and instructions.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class and electronically. Students should check the class page on Blackboard (<https://learn.unt.edu>) **before and after the class EVERY week.**

TOPICS	TIMELINE
The first day of this course: Syllabus Decision Making Using Statistics (Ch. 1.1 – 1.3) The Reality of Conducting a Study (Ch. 2.1 – 2.4) Hawkes (HLS): Request Access code & Enroll in System (check instructions on next page) HLS certification	Week of 1/22
Levels of Measurement & The Type of Data (Ch. 2.5 – 2.8) HLS certification	Week of 1/29
Organizing, Displaying, and Interpreting Data (Ch. 3.1 – 3.7) Excel practice HLS certification 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. 2/8 and Sun.2/9.	Week of 2/5
Descriptive Statistics (Ch. 4.1 – 4.3; 4.5; 4.7) Review HLS certification	Week of 2/12
Midterm Exam 1 Probability: after-exam lecture on exam day (Ch 5.1 – 5.6) HLS certification	Week of 2/19
(Probability continues) Discrete Random Variables (Ch. 6.1- 6.3) HLS certification Excel Assignment 2 Webtest 2 on Excel Assignment 2 will be open Sat. and Sun.	Week of 2/26
The Binomial Distribution (Ch. 6.5) HLS certification	Week of 3/5
Spring Vacation-- No Class	Week of 3/12
The Poisson Distribution (Ch. 6.6) Review HLS certification Excel Assignment 3 Webtest 3 on Excel Assignment 3 will be open Sat. and Sun.	Week of 3/19
Midterm Exam 2 After-exam lecture: Continuous Probability Distribution and The Normal Curve (Ch. 7.2 – 7.4)	Week of 3/26

HLS certification	
Samples and Sampling Distributions (Ch. 8.1-8.3) HLS certification	Week of 4/2
Estimating Means: Single Samples (Ch. 9.1 – 9.5) HLS certification	Week of 4/9
(Estimating means continues) Review HLS certification	Week of 4/16
Midterm Exam 3 Excel Practice HLS certification	Week of 4/23
Review for Final HLS certification Excel Assignment 4 Webtest 4 on Excel Assignment 4 will be open Sat.5/3 and Sun.5/4	Week of 4/30
Final: a comprehensive exam scheduled at 10:00am May 7, 2014	Week of 5/7 Final week

HLS certification: Tutorial Certification Assignments using Hawkes Learning System. HLS assignments should be submitted by 11:59pm 5/7/2014 Central Time. The section will be closed after this time. The list of HLS certification assignments is on the next page.

WEBTEST: On-line quizzes through Hawkes Learning System (WEBTESTs evaluate Excel Assignments)

Important dates

M 1/27/14: Last day to drop without instructor's consent.

F 2/21/14: Last day to drop a course or withdraw with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded.

T 3/25/14: Last day to drop a course with instructor's written consent.

F 4/18/14: Last day for an instructor to drop a student with a grade of WF for non- attendance.
Last day to withdraw from the semester.

Course Evaluation Methods

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. In addition, you will work on Excel case studies that 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.

GENERAL COMMENTS:

1. Doing the assignments is essential to succeeding in this course. For optimal results, you should read every textbook problem. You should work as many of the textbook problems as is possible. 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. Many of the textbook practice problems have answers in the back of the textbook. You are encouraged to keep up with the assignments.
2. 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.

3. 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.
4. 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.
5. You are requested **not** to phone the Dean's Office, **or the instructor** for your final grade in the course.

EVALUATION COMPONENTS

1. Exercise problems are discussed in class. They come from the end-of-chapter / end-of-section problems. Understanding these problems is **critical** to learning the material well enough to complete exams within allotted time. **You are expected to read and understand** the relevant sections of the textbook. All reading material is testable, even if it is not emphasized in the lecture.
2. **Hawkes Learning System (HLS) Tutorial Certification:** Tutorial certifications are required course assignment. These are an important part of the course grade. You will not hand in anything here since the modules must be certified online. 18 modules are assigned for 140 points: (17modules * 8 pts each) + (1 module * 4pts) = 140 pts. To receive full credits, you need to certify Hawkes Learning System modules on line by due dates. . **Late certification is accepted but at a 25% penalty.**

	Hawkes Learning System (HLS) module # and title	Due Date
1	1.1 – 1.3 Getting Started	TBA Once semester begins, check updates every week from syllabus posted at Blackboard.
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	4.3 Measures of Relative Position	
8	5.1- 5.2 Classical Probability	
9	5.4 Probability Rules: Properties, Complement, and Addition Rules	
10	5.5 - 5.6 Probability Rules: Independence, Multiplication Rules, and Conditional Probability	
11	6.1 – 6.3 Discrete Random Variables	
12	6.5 Binomial Distribution	
13	7.2 Introduction to the Normal Curve	
14	7.3a Reading the Normal Curve Table	
15	7.3b The Normal Distribution	
16	7.3c z-transformations	
17	9.1 – 9.3 Interval Estimation of the Population Mean	
18	9.4b Interval Estimation of the Population Mean: Small Samples, Sigma Unknown	

(Please read the instruction for enrollment on next page.)

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 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.** 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. No late assignments will be taken after 11:59pm. May 7th, 2014.
HLS Course ID is **UNTDDBS**

- 3. Excel Assignments & Webtests:** Four computer exercises using Excel are assigned. Do not submit the output from these assignments to your instructor, but keep it with you for WEBTESTS. Your Excel output will be used as references when you take Webtests (on-line quizzes) via Hawkes Learning System and, as such, are an important part of the course grade.
Check Assignments folder at Course Contents of Blackboard (<https://learn.unt.edu>).
- 4. 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, a calculator, statistics tables, and formula sheets. Any other notes or slides will NOT be allowed. Final is a comprehensive exam.
No make-up examinations will be allowed except for documented emergencies (See student handbook).

5. Grading Matrix

Point Allocation:

Two high grades of midterm exams (2 * 150 pts) (The lowest grade of Midterm 1,2,and 3 will be thrown out.)	300 pts
Final	200 pts
Hawkes Tutorial Certifications (17 * 8 pts) + (1 * 4pts)	140 pts
Four WEBTESTs on Excel Assignments (4 * 15 pts)	60 pts
TOTAL	700 pts

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 Enrollment:

If you already purchased software from university bookstore, follow option 1. For those who prefer on-line purchase, you can download software and purchase access code from <http://www.hawkeslearning.com>. On-line purchasers, follow Option 2.

Option 1: If you already purchased the software from bookstore, check the back of the tear-off strip attached to the front cover. There is your prepaid license number. To run the software, you need to get access code by registering your license number at <http://www.hawkeslearning.com>. You already paid for access code when you purchased software from university book store. 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.).**

Option 2: If you did not purchase the software from bookstore, it's okay. Go to <http://www.hawkeslearning.com> and click **Download the Software**. You can download the software and pay for your access code. Select **Discovering Business Statistics**. Follow the screen prompts. For detailed step-by-step demonstration, look up the Powerpoint instruction file from Blackboard our class section.

Now, to purchase your access code, select **purchase an Access Code**. Select **Discovering Business Statistics** in the Hawkes Learning Systems Title box. Follow the screen prompts.

Certify a Hawkes Learning System Module Online or Check your Progress Report

1. Either Save, Print, or Write down the Certification code you are given at the end of the lesson.
2. Go to <http://www.hawkeslearning.com/untdbstat>. Enter the Access Code using one of the methods listed on the page.
3. Select your instructor (Jasook Kwon) from the drop down menu (only have to do this once). The appropriate course ID is **UNTDDBS**.
4. Select your section from the drop down menu (only have to do this once).
5. The next page will be your online progress report. At the top of the page is a button labeled "Register a lesson certificate". Click on that button.
6. Select the lesson name that you registered in from the drop down list on the next page.
7. Either type in your Certification code or load it from where you saved it. Click the OK button.
8. You will be shown a page that tells you whether the Certification code was valid or not and will give you the opportunity to enter another certification code for a different lesson if the code was correct or for the same lesson if the code was incorrect.
9. After registering the code(s). you can view your progress in the class by clicking on the button labeled "Progress Report". **You should print this Progress Report every time you register a module.**

Remember: The course ID is **UNTDDBS.**

DEPARTMENT & COLLEGE POLICIES

1. To be eligible for enrollment in upper level business courses, students should have completed Math 1110 and 1190.
2. 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 and Public Leadership.
3. The course grade of "I" is not given except for rare and very unusual emergencies, as per university guidelines.
4. 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.

5. 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.
6. 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%20Integrity.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.*