

University of North Texas at Dallas Spring 2017 SYLLABUS

DSCI 2710-001 Data Description & Analysis with Spreadsheet (3CR)			
Department of	Business	School of	Business
Instructor Name	Jasook Kwon Ph.D.		
Office Location	Founder's Hall 302-A		
Office Phone			
Email Address	Jasook.kwon@untdallas.edu		
Class Time & Room	10:00am – 12:50pm, Founder's Hall 339		
Office Hours	2:30 – 3:50 pm Tuesdays & 1:00-2:30 pm Wednesdays or by appointment		
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		
Required Text and Software	<p>Textbook: Discovering Business Statistics, Nottingham and Hawkes 2013 ISBN 978-1-935782-87-2</p> <p>Software: Hawkes Learning Systems: Business Statistics, by James S. Hawkes, Hawkes Learning Systems (HLS), latest version. This software is required to complete the course assignments which takes substantial part of your total grade. Download software and purchase access code at www.hawkeslearning.com. Check Hawkes Enrollment Instruction on the page 6 of this syllabus. You can use the same access code you used before if you are the original user of the access code.</p>		
Recommended Text and References	Any Excel Primer – Your Excel reference in BCIS 2610 is fine		
Access to Learning Resources:	<p>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</p>		
On-line Tutoring (Smart Thinking)	<ul style="list-style-type: none"> • http://services.smartthinking.com • Initial ID & PW : untdstudent & seagull • This is online tutoring not for specific assignments but for general math and statistics. 		
Student Learning Outcomes: Upon a successful completion of this course the students 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

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated through the class meeting, announcement via Blackboard, and the official UNT e-mail.

	Topic and Textbook chapters	Hawkes Assignment Module # (Time line is suggestion. All due Tuesday, May 16)
W01 (01/17 – 01-22)	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)	Access Code Enrollment
W02 (01/23 – 01/29)	(The Type of Data continues) Organizing, Displaying, and Interpreting Data (Ch. 3.1 – 3.7)	1.1-1.3; 2.5-2.6 3.4; 3.5-3.9; 3.10
W03 (01/30 – 02/05)	Descriptive Statistics (Ch. 4.1-4.3; 4.5; 4.7)	4.1; 4.2a
W04 (02/06 – 02/12)	Descriptive Statistics continues (Ch. 4.1-4.3; 4.5; 4.7) Discussion on Excel assignment 1 → Webtest 1 date: TBA Review for Exam 1	
W05 (02/13 – 02/19)	Midterm Exam 1 After-exam lecture on exam day: Correlation (Ch. 4.8 Measures of Associated between Two Variables)	
W06 (02/20 – 02/26)	Ch 4.8 continues Probability: (Ch 5.1 – 5.6)	5.1-5.2; 5.4
W07 (02/27 – 03/05)	Discrete Random Variables (Ch. 6.1- 6.3) The Binomial Distribution (Ch. 6.5)	6.1-6.3; 6.5
W08 (03/06 – 03/12)	The Poisson Distribution (Ch. 6.6) Discussion on Excel assignment 2 → Webtest 2 date:TBA Review for Exam 2	
W09 (03/13 – 03/19)	Spring Break—No Class	
W10 (03/20 – 03/26)	Midterm Exam 2 After-exam lecture is on Continuous Probability Distribution and The Normal Curve (Ch. 7.2 – 7.4)	7.2: 7.3b: 7.3c
W11 (03/27 – 04/02)	Normal Distribution continues	
W12 (04/03 – 04/09)	Samples and Sampling Distributions (Ch. 8.1-8.3)	8.3
W13 (04/10 – 04/16)	Estimating Means: Single Samples (Ch. 9.1 – 9.5)	
W14 (04/17 – 04/23)	Estimating Means (Ch. 9.1 – 9.5) continues Review for Exam 3	
W15 (04/24 – 04/30)	Midterm Exam 3 Discussion on Excel Assignment 3 → Webtest 3 date:TBA	
W16 (05/01 – 05/07)	Review for Final	
Final Exam Week (Wed., May 10 - Tuesday, May 16)	Final Exam: Wednesday, May 10	All Hawkes assignments due 11:59pm, Tuesday, May 16

Last Day to Add Friday, January 20
Last Day to Drop a Class without a W Wednesday, February 1

Withdrawal Deadlines Last day to withdraw from a course with a grade of W Friday, April 7
(Written Consent of Instructor Required)
Last day to withdraw from ALL courses with grades of W..... Friday, April 21

Course Structure

- **Lecture and In-class Exercise:** lecture slides will be posted on the Blackboard. After/between lecture(s), class will solve the problem sets (handout will be given in the class) to check the understanding of the topic of the day
- **Hawkes Software Assignments:** Hawkes Learning System study modules are assigned to help students review and practice concepts on their own pace. Certifications are due on the last day of the final week, Tuesday, May 16, 2017. **You need to enroll in Hawkes no later than the second week.**
- **Excel Assignments and Webtests:** Excel assignments are posted on the Blackboard. First, run Excel as instructed and answer the Excel assignment problems reading your Excel output. Each Excel assignment will be tested via Webtest (For example, Webtest 1 is for Excel Assignment 1) that you can access through your Hawkes account. Webtest is an on-line quiz that evaluate Excel assignment and, as such, they are an important part of the course grade.

How to take Webtest from your Hawkes account: log in your account and select “WebTest” at the contents page. Select “Take Test” → “Assigned Test” and “OK.” Webtests will not open before scheduled open date. It is a timed test without practice session. It is only one time trial and once you begin the test, the clock is running for 30 minutes. Be sure to submit your answers before you log off. If you log off before completing the webtest, you will receive either a -0- or partial credit for the portion submitted. Get everythings ready BEFORE you open the webtest.

- **Exams:** Three midterm exams and one comprehensive final. One lowest score of the three midterms will be excluded from your total grade.

Course Evaluation Methods

1. Hawkes module certification:

Out of 15 modules assigned, 12 are required towards total grade. Completion of remaining 3 modules will be used for extra credits. On completion of a module in a school lab, or at your computer or web-platformed or installed, you should save (or print) the HLS certification code. If you are connected to the internet, your grade will register automatically but check that you have received credit by examining your progress report (or grade page). If there is any problem, exit HLS and then go to your course HLS Web site at <http://www.hawkeslearning.com/UNTDDBS/>.

No credit is awarded for any tutorial exercise completed after May 16, 2017.

To get your access code for using the HLS software, if you are a new purchaser of the software, you will need to visit HLS web site at <http://www.hawkeslearning.com/webcodeform/makacode.asp> . If you previously purchased the software and lost your code you should Email HLS customer service to codes@hawkeslearning.com. Use the same name as you had registered in the university

2. Excel Assignments & Webtests (on-line quiz):

3 Excel assignments are given. 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.

Webtest is available only on scheduled days via your account of the Hawkes Learning System. You need your Excel assignment problem tried and Excel output to take Webtest. Refer to 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. There is no on-line practice session for the Webtests.

3. **Exams:** There will be three in-class Midterm exams and a comprehensive Final. The lowest grade 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 at 100 pts each) (The lowest grade of three midterm exams will be thrown out.)	200 points
Final Exam (comprehensive)	180 points
Hawkes Tutorial Certifications (12 modules x 15 points)	180 points
Three WEBTESTs on Excel Assignments (3 * 20 points)	60 points
TOTAL	620 points

Letter Grade Determination:

- A: 558 or higher
- B: from 496 to 557
- C: from 434 to 495
- D: from 372 to 433
- F: 371 or lower

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.)**.

Method 2. Using web-based software

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 (Module Certification)

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.

15 modules are assigned: 12 are required and if you complete remaining 3 modules, it will be added to your total grade as extra credits. All certifications due on Tuesday, May 16, 2017.

Besides, you need to use Hawkes account to take Webtests.

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

University Policies and Procedures

Online "Netiquette":

Emails should use proper "netiquette," i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks). Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind. Any violation of netiquette policies may result in a loss of points or removal from the course. Repeated online misconduct may be subject to more serious sanctions, such as warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (i.e., 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 972-780-3632.

Blackboard Learn Accessibility Statement: University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used.

Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

Instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (i.e., 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.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies> for complete provisions of this code.

TurnItIn Statement:

Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. Before submitting your paper to Turnitin, please remove your title page and other personal information. (OPTIONAL: Any paper that is not submitted to Turnitin prior to submission to the instructor will not be accepted by the instructor and will not be graded).

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible for notifying the instructor if they will be missing online class requirements, and they must share their reason for missing class.

Online Attendance: *Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. If you are absent/not active in the course shell, it is **YOUR** responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. Note that all instructors will follow the university policy of **14 consecutive days of unexcused absences/inactivity (i.e., failure to post assignments, take quizzes, or complete Discussion Boards) in a distance learning course resulting in failure of the course.***

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.

Technology Requirements:

Blackboard Learn 9.1 is the platform software for this course.

- *Internet Explorer® 10 from Microsoft (26 October 2012 for Windows 8, 26 February 2013 for Windows 7)*
- *Internet Explorer 9 from Microsoft (14 March 2011). There are some configuration options for Internet Explorer that may make some features of Blackboard Learn difficult to use.*
- *Safari® 6 from Apple (25 July 2012)*
- *Safari 5 from Apple (7 June 2010)*
- *Safari 5 for Windows is an exception. Apple's continued support for this browser is unclear, and Blackboard does not test it.*
- *Firefox® 21 (stable channel) from Mozilla (14 May 2013)*
- *Firefox 17 (ESR channel) from Mozilla (14 May 2013)*
- *Chrome™ 27 (stable channel) from Google (21 May 2013)*