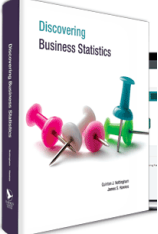


University of North Texas at Dallas
Fall 2017
SYLLABUS

DSCI 2710-001: Data Description & Analysis with Spreadsheets 3Hrs			
Department of	Business	School of	Business
Instructor Name:	Jasook Kwon, Ph. D.		
Office Location:	Founder's Hall (DAL2) 302-A		
Office Phone:			
Email Address:	jasook.kwon@untDallas.edu		
Office Hours:	Mondays 2:20-3:00pm & 6:00-6:50 pm; Tuesdays 3:00–3:50 pm; Wednesday 12:00-12:50pm; and by appointment		
Virtual Office Hours:	Any time by e-mail		
Course Format/Structure:	100% face-to-face		
Classroom Location:	Founder's Hall (DAL2) -308		
Class Meeting Days & Times:	Mondays 7:00 – 9:50PM		
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:	 <p>Textbook: <u>Discovering Business Statistics</u> by Nottingham and Hawkes. Software (courseware): <u>Discovering Business Statistics</u> from Hawkes Learning <i>Software itself is free but the access code (or license number attached to the software CD-ROM, at the purchase from bookstore) is required to purchase to use the software. Detailed courseware instructions are on the page 7 and 8 of this syllabus.</i> ISBN for (access code for software + eBook + paper textbook) bundle: 978-1-941552-69-8 ISBN for (access code for the software + eBook) bundle: 978-1-941552-85-8 (*included eBook can only be accessed online through the courseware. Used paper textbook is ok for this course)</p>		
Recommended Text and References:	Any Excel Primer – Excel reference used in BCIS 2610 will suffice.		
Access to Learning Resources:	<p>Blackboard (https://learn.unt.edu) Check syllabus, class announcements, and course contents (including slides, Excel assignments, HLS link, statistics tables) and all Links. Course contents section has all material you need for this course. UNT Dallas Library: phone: (972) 338-1616; web: http://www.untDallas.edu/library UNT Dallas Bookstore: phone: (972) 780-3652; web: http://www.untDallas.edu/bookstore e-mail: untDallas@bkstr.com</p>		
Course Goals or Overview:			

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

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>)

EVERY week.

TIMELINE	TOPICS (Textbook chapter #s), Assignments, and Tests
1 st week 8/21	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 9/24)
2 nd week 8/28	(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 9/24)
3 rd week 9/4	No class meeting – Labor day (Excel Assignment 1 problems will be posted)
4 th week 9/11	Organizing, Displaying, and Interpreting Data (Ch. 3.1 – 3.7) continues Descriptive Statistics (Ch. 4.1-4.3; 4.5; 4.7; and 4.8) Excel practice (charts) HLS certification (4.1 and 4.2a by 9/24)
5 th week 9/18	Descriptive Statistics continues (Ch. 4.1-4.3; 4.5; 4.7; and 4.8) Review
6th week 9/25	Midterm Exam 1- 7:00pm, Mon. 9/25 We have after-exam lecture on the exam day: Probability (Ch 5.1 – 5.6) Finish Excel Assignment 1 before you take Webtest 1. Webtest 1 will be open through HLS for this week through Sun.10/1. (Submit PAPER copy of Excel output to your instructor by 7:00 pm 10/2 class)
7 th week 10/2	Chapter 5 continues to section 5.8 Counting (skip 5.7) Discrete Random Variables (Ch. 6.1- 6.3) Discussion on Excel Assignment 2. HLS certification (5.1-5.2 and 5.4 by 10/22)

8 th week 10/9	Discrete Random Variable (Ch 6.1-6.3) continues The Binomial Distribution (Ch. 6.5) Finish Excel Assignment 2 before you take Webtest 2. Webtest 2 will be open through HLS for this week through Sun.10/15. (Submit PAPER copy of Excel output to your instructor by 7:00 pm 10/16 class)
9 th week 10/16	The Poisson Distribution (Ch. 6.6) Review HLS certification (6.1–6.3 and 6.5 by 10/22)
10th week 10/23	Midterm Exam 2 – 7:00pm, Mon. 10/23 After-exam lecture: Continuous Probability Distribution and The Normal Curve (Ch. 7.2 – 7.4) Discussion on Excel Assignment 2 HLS certification (7.2; 7.3b; and 7.3C by 11/26)
11 th week 10/30	Samples and Sampling Distributions (Ch. 8.1-8.3) HLS certification (8.3 by 11/26) Finish Excel Assignment 3 before you sit for Webtest 3 Webtest 3 on Excel Assignment 3 will be open for this week through Sun.10/29. (Submit PAPER copy of Excel output to your instructor by 7:00 pm 11/6 class)
12 th week 11/6	Samples and Sampling Distributions (Ch. 8.1-8.3) continues
13 th week 11/13	Estimating Means: Single Samples (Ch. 9.1 – 9.5) HLS certification (9.1-9.3 by 11/26)
14 th week 11/20	Estimating Means (Ch. 9.1 – 9.5) continues Review
15th week 11/27	Midterm Exam 3 –7:00pm, Mon. 11/27 Discussion on Excel Assignment 4
16 th week of 12/4	Review for Final Finish Excel Assignment 4 before you sit for Webtest 4. Webtest 4 on Excel Assignment 4 will be open for this week through Sun.12/10) (Submit PAPER copy of Excel output to your instructor by 7:30 pm 12/11)
Final Exam Week	Final Exam: Mon. 12/11 a two-hour comprehensive exam in your classroom. Time: TBA

HLS certifications: All overdue Hawkes module certification should be submitted by 11:55pm Saturday 12/16/2017, Central Time. The section will be closed after this time (The list of required Hawkes module certification is on the next page).

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

Important dates

Wed. Sep. 6, 2017: Last day to drop without instructor's written consent.

Fri. Nov. 3, 2017: Last day to drop a course with instructor's written consent.

Fri. Nov. 18, 2017: Last day to withdraw from all classes for the semester

Course Evaluation Methods

GENERAL COMMENTS:

1. Each class meeting consists of lecture and problem solving (in-class exercise problems). Lecture notes (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. 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 certification, and Excel assignment. 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.
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. 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.
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

Once you enroll in my section, the modules are certified online when you complete "certify" part of each module. Each certification is 10 points. 15 modules are assigned to fill up total 120 points, which means 12 modules are required and 3 sections will be included as extra point on your completion.

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 certification, please check your Progress Report. **You should save a copy of the progress report every time you complete a module** certification. Keep it with you. This hard copy of the progress report can be used in case of need if the system fails/crashes.

To earn full credits, you need to certify assigned Hawkes modules by due dates. Overdue certification is accepted through 12/16 but at a **20% penalty**. No overdue certification submission will be taken after 11:55pm. central time, Saturday, December 16th, 2017.

	Hawkes Learning System (HLS) module # and title	Certification Submission Due
1	1.1 – 1.3 Getting Started	Check the due dates from the course outline table. There will be <u>20% overdue penalty</u> for the certification submitted after its due date through Sat. 12/16. No submission will be accepted after Sat. 12/16.
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	5.1- 5.2 Classical Probability	
8	5.4 Probability Rules (Properties, /complement, and Addition Rule)	
9	6.1 – 6.3 Discrete Random Variables	
10	6.5 Binomial Distribution	
11	7.2 Introduction to the Normal Curve	
12	7.3b The Normal Distribution	
13	7.3c Z-transformation	
14	8.3 The Distribution of the Sample Mean	
15	9.1 - 9.3 Interval Estimation of the Population Mean	

2. Excel Assignments & Webtests (on-line quizzes through which your answer to Excel Assignment Problems. Sometimes, I call them Excel Quizzes)

In this course, four Excel assignments will be assigned. Excel assignments require you to use an Excel spreadsheet software 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 the Blackboard about a week before the Webtest week begins. First, read carefully problem file and run Excel software as instructed in the problem file. You will have Excel output (graphs and/or tables) and answer the problems reading your Excel output. Each Excel assignment will be tested via Webtest (For example, Webtest 1 is for Excel Assignment 1).

Webtest is available only on scheduled days via your account of the Hawkes Learning System. Before you sit for Webtest, You need to get your Excel output and your answers to the Excel assignment problems ready. Time limit of the Webtest is 30 minutes from your opening and no pause allowed. Once you open the Webtest, time counts. Therefore, get everything you need (e.g., your Excel output, textbook, calculator) before you open the Webtest. There is no on-line practice for the Webtests. Excel assignment problem file posted on Blackboard is the practice.

Please make sure that your browser window size is maximized! There were some students complaining that they could not find “page turning button” on the lower part of Webtest screen. That happens when you leave the screen zoomed in. This cannot be the excuse for makeup test. Be sure to check your screen maximized before you sit for the Webtest.

3. Exams

To demonstrate your ability to use quantitative techniques in business, you will answer many questions based on short cases, rather than purely numerical questions. Midterm exams and final exam are in-class and paper-and-pencil version. There will be three Midterm exams and a comprehensive Final. The lowest grades out of three Midterm exams will be thrown out. For each exam, you will be allowed (not required) to use your own paper version textbook for your reference. You need to bring your scantron, calculator, formula sheets, and statistics tables. Statistical tables are required from 2nd midterm exam and available in the textbook Appendix. You can download and print them from Blackboard, unless you will use paper textbook as reference. Any other notes or slides will **NOT** be allowed during exam.

Using any electronic device except calculator (not from your phone) is not allowed. Use of Laptops during class meeting is permitted and encouraged if you find them helpful. But laptops, tablets, phones are NOT allowed during midterm exams and final exam.

No make-up examinations will be allowed except for documented emergencies (See student handbook).

Grading Matrix

Instruments	Measures SLO	Values	Total (points)
15 Hawkes Learning Modules	1, 4, and 5 especially 5	12 certifications required (10 points each) 3 certifications are optional (10 points each on completion)	120
4 sets of [Excel Assignment & Webtest]	1 through 5, especially 3	Four sets of [Excel output (10 pts) + Webtest (15 pts)]	100
3 Midterm Exams	1 through 5, especially 2 and 4	2 high grades out of 3 midterms (150 points each)	300
Final Exam	1 through 5 especially 2 and 4	Comprehensive exam	200
Grand Total			720

Letter Grade Determination:

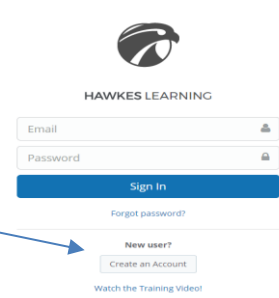
- A: 648 points or above (i.e. 90% or higher of 720 points)
- B: from 576 to 647 points (i.e. 80 ~ 89% of 720 points)
- C: from 504 to 575 points (i.e. 70 ~ 79% of 720 points)
- D: from 432 to 503 points (i.e. 60 ~ 69% of 720 points)
- F: 431 or below (i.e. 60% or lower of 720 points)

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

Instructions on Hawkes Learning System

1. Watch the Training Video

At <http://www.hawkeslearning.com>, click “Student Sign-in” at the right top of the screen. Then, watch the training video linked, first.



2. Purchase Access Code

At <http://www.hawkeslearning.com>, purchase your access code for the software use. This access code is for your account in which you can do your homework, take Webtest, and your software assignment completion grade and your overall course grade will be posted.

At <http://www.hawkeslearning.com>, go to **Students** section → Purchase access → type and/or choose school name (University of North Texas-Dallas) → Product: Discovering Business Statistics. Follow the screen prompts.

Through any route, do NOT purchase a used access code (or license number). An access code is registered to the original purchaser only.

3. Create your account and enroll in your course section

Be sure to enter your name exactly as the registrar office at UNT has your name (e.g., no nicknames, etc.).

Give correct school (University of North Texas-Dallas), instructor (Jasook Kwon), and section (001 for M; 002 for M&W; and 003 for T).

4. Software installed in your computer instead of / in addition to using on-line account.

Downloading software is free. With the installed software, you can do your module homework on-line and off-line situation (bad weather, poor signal area, cruise travel, or else). But, when you finish your homework without internet connection, be sure to save the copy of certification (with completion time is printed automatically) of the module and send it to your instructor later.

You can find software download Quick Link at the lowest part of the publisher webpage <http://www.hawkeslearning.com>, where choose Discovering Business Statistics by Nottingham and Hakwes. Compact version has all required material for this course.

The course ID is UNTDDBS.

5. Complete Your Hawkes Assignment 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.

6. Checking Your Progress (current total points)

On the page after log in, you will see “Progress Report” button (or Grade section tab). 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.

For technical help, check “**Support Center**”:

Phone: 800-426-9538 (Mon.-Fri. 8:30am – 10:00 pm ET)

On-line chat: <http://www.hawkeslearning.com/chat> 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 Dr. Karen Shumway, Dean of Business.
2. The course grade of "I" is not given except for rare and very unusual emergencies, as per university guidelines. If you think you will not be able to complete the course satisfactorily, please drop the course before deadline. An "I" grade cannot be used as a substitute for poor performance in class.
3. You are required to take all exams as scheduled in this syllabus unless a medical or university excuse is provided. In that case, you should discuss the alternative arrangements with your instructor.
4. Code of Conduct and Ethics: The policies for this course are consistent with those in the University of North Texas Student Guidebook. You are responsible for familiarizing yourself with such information published by the University. All tests will contain the following statement to which you must agree: On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.
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. If a student is caught cheating, s/he will be immediately removed from the course with a "WF" grade. To be reinstated, the student must provide substantial evidence to the contrary as coordinated by the Office of Student Life.
6. 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. Check the first page of this syllabus for my office hours and contact info.
7. Dates of drop deadlines, exams, final exams, etc., are published in the university catalog and this syllabus timeline table (pages 2 and 3). Please be sure you keep informed about these dates.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

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 Rosemary Meredith, Disabilities Services and Compliance Officer, Suite 204, Building 2 or call 972-338-1777.

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.

Assignment Policy: *(Refer to pages 4, 5, and 6 of this syllabus for this course's policies)*

Exam Policy: Exams should be taken as scheduled. *Refer to page 6 for this course's specifics.* 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 Code of Academic Integrity at [http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf) In addition, all academic work turned in for this class, including exams, papers, and written assignments as follows: 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.untDallas.edu. 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. If students miss more than one class for other than a documented emergency (e.g. hospitalization, death in the family), then they may receive a 5% reduction in their overall grade.

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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Other Policies: Use of electronic devices that creates distractions to the students or instructor is not tolerated.