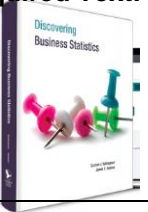


University of North Texas at Dallas
Spring 2018
SYLLABUS

DSCI 2710-002: 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:	Tuesdays 4:00-5:20pm; Thursdays 6:00-8:00pm		
Virtual Office Hours:	Any time by e-mail		
Course Format/Structure:	100% face-to-face		
Classroom Location:	Founder's Hall (DAL2) -307		
Class Meeting Days & Times:	Tuesdays 5:30 – 8:20 pm		
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: Discovering Business Statistics (authors: Quinton J. Nottingham & James S. Hawkes). Web Platform software: Discovering Business Statistics (at learn.hawkeslearning.com). This course does not use installed software anymore. Sign in in the website. You will do your assignments and take midterm exams using this software. Textbook + Web Platform software bundle: ISBN 9781941552698</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.</p> <p>UNT Dallas Library: phone: (972) 338-1616; web: http://www.untdallas.edu/library</p> <p>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	communicate the problems and the solution with logical precision in the language of business statistics,
2	manipulate simple statistical formulae to solve non-verbal (numerical) problems,
3	quantitatively analyze and solve problems using statistics in business decision making,
4	use a computer spreadsheet program such as Excel to describe and analyze data empirically, and
5	think critically and creatively to select the most appropriate statistical method for analyzing empirical data

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.

Schedule	Topic	Activities & Due Dates
Week 1 (1/16~1/21)	Syllabus 1. Basic Terms of Statistics 2. Types and Measurements of Data	Textbook (Chapters 1.1-1.3; 2.4-2.8) Lecture & Exercise Hawkes Module Certifications 1.1-1.3, 2.5-2.6 --- Due 11:59pm (Central Time), Monday, Feb.12
Week 2 (1/22~1/28)	3. Organization and Presentation of Data	Textbook (Chapters 3.1-3.9) Lecture & Exercise Hawkes 3.4, 3.5-3.9 --- Due 11:59pm (CT), Feb. 12
Week 3 (1/29~2/4)	4. Numerical Descriptive Statistics	Textbook (4.1, 4.2, and 4.3) Lecture & Exercise Hawkes 4.1, 4.2a due 11:59pm (CT), Monday, Feb. 12. Check Hawkes Bonus sections (Bonus section due: May15)
Week 4 (2/5~2/11)	Review Midterm Exam 1	Review Complete Midterm Exam 1 in Webtest section of your Hawkes account by 11:59pm (CT), Sunday, Feb. 11.
Week 5 (2/12~2/18)	4. Numerical Descriptive Statistics continues	Textbook (4.5, 4.7 and 4.8) Lecture & Exercise
Week 6 (2/19~2/25)	5. Probability Excel Project Part I Output Submission	Textbook (5.1~5.6, 5.8) Lecture & Exercise Hawkes 5.1-5.2, 5.4 --- Due Mar. 12 Excel Project Part I Output Submission to Bb by 11:59pm, Monday 2/26
Week 7 (2/26~3/4)	6. Discrete Probability Distribution	Textbook (6.1~6.5) Lecture & Exercise Hawkes 6.1-6.3, 6.5 --- Due Mar. 12
Week 8 (3/5~3/11)	Review Midterm Exam 2	Review Complete Midterm Exam 2 in Webtest section of your Hawkes account by 11:59 pm (CT), Sunday Mar.11.

Week 9 (3/12~3/18)	Spring Break	No class
Week 10 (3/19~3/25)	7. Continuous Random Variables	Textbook (7.2 and 7.3) Lecture & Exercise Hawkes 7.3a, 7.3b, and 7.3c --- Due Apr. 23
Week 11 (3/26~4/1)	8. Samples and Sampling Distribution	Textbook (8.1 ~ 8.3) Lecture & Exercise Hawkes 8.3 --- Due Apr. 23
Week 12 (4/2~4/8)	9. Estimating (Interval Estimation) Means	Textbook (9.1 ~ 9.3) Lecture & Exercise
Week 13 (4/9~4/15)	9. Estimating (Interval Estimation) Means continues Excel Project Part II Output Submission	Textbook (9.4 ~ 9.5) Lecture & Exercise Excel Project Part II Output Submission to Bb by 11:59pm(CT), Monday, Apr. 16
Week 14 (4/16~4/22)	Review Midterm Exam 3	Review Complete Midterm Exam 3 from Webtest section in your Hawkes account by 11:59pm(CT), Sunday, Apr. 22
Week 15 (4/23~4/29)	Review for Final Exam	Review for Final Exam All overdue submission of Hawkes Module Certification should be completed by 11:59pm Tuesday, May 15
Week 16 (4/30~5/6)	Revise and complete your Excel Project paper	Submit your Excel project final paper to Blackboard by 11:59pm, (CT), Monday, May 7.
Final Week	Final Exam ON CAMPUS-- Date, Time, and Class room: TBA	Final Exam on campus.

Last Day to Drop a Class without a W Wednesday, January 31
 Withdrawal Deadlines Last day to withdraw from a course with a grade of W (Written Consent of Instructor Required) Friday, April 6
 Last day for withdrawal of ALL courses with grades of W.....Friday, April 20
 Last Day of Classes Monday, May 7
 Reading Day (Study day prior to final exams)..... Tuesday, May 8
 Final Exam WeekWednesday, May 9 – **Tuesday, May 15**

Course Evaluation Methods

GENERAL COMMENTS:

1. Each class meeting consists of lecture, problem solving (a.k.a.in-class exercise), and occasional Excel practice lab. 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.

When Excel demonstration is done during the lecture, practice session at the computer lab can be set at the end of the lecture time of the day. In that case, class goes down to 1st floor computer lab at the last part of the lecture time. Class announcement will be given in advance.

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.

EVALUATION COMPONENTS

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

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 20 points. 15 modules are required to fill up total 300 points. Check for the bonus modules which, at completion, will be added to your total points as extra credits.

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 (submission after its original due date) is accepted through Tuesday, May 15th at a **20% penalty**. No overdue certification submission will be taken after 11:59pm. central time, Tuesday, May 15th 2018.

	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 Tuesday 5/15 No submission will be accepted after Tuesday 5/15
2	2.5 – 2.6 Levels of Measurement and Data Classifications	
3	3.3 Graphical Displays of Data: Pie charts and Bar charts	
4	3.4 Frequency Distribution	
5	3.5 – 3.9 Graphical Displays of Data	
6	4.1 Measures of Location	
7	4.2a Measures of Dispersion	
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	7.3a Reading a Normal Curve Table	
13	7.3b The Normal Distribution	
14	7.3c Z-transformation	
15	8.3 The Distribution of the Sample Mean	

2. Excel Project:

Excel project requires you to use Excel (2013 or newer window version) 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.

Students are to submit the completed project paper to Blackboard.

- Part I output submission: Monday, Feb. 26, 2018
- Part II output submission: Monday, Apr. 16, 2018
- Revised final version paper submission: Monday, May 7, 2018

3. Exams

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

You are required to take all of three on-line midterm exams and on-campus Final exam.

3 Midterm Exams will be open via your Hawkes account as Webtests.

- Hawkes web platform may not work best in mobile app. **To avoid technical problems during online exam, I strongly suggest using not mobile app but computer for online exam.**
- **At the online midterm exams in your Hawkes account, 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 screen. That happens when you leave the screen zoomed in. This cannot be the excuse for makeup test. Basically, makeup test is NOT offered unless it is a documented emergency (See student handbook).

Final Exam: Comprehensive Final exam is on-campus, pencil-and-paper exam. You need to bring your scantron.

Grading Matrix:

Activities/Assignments	Value (percentages)
Hawkes Learning Module Certifications	15 modules * 20 points each = 300 points (37.5%)
Excel Project	Part I output submission (20 points) + Part II output submission (20 points) + Final version submission (60 points) + = 100 points (10%)
3 Midterm Examinations on-line (Hawkes)	3 Exams * 100 points each = 300 points (37.5%)
Comprehensive Final Exam on campus	100 points (12.5 %)
Total:	800 points (100%)

Grade Determination

Out of total 800 points,

A = 720 points or higher (90% or better)

B = from 640 to 719 points (80 – 89 %)

C = from 560 to 639 points (70 – 79 %) ----- To pass this course at least 560 points are required.

D = from 480 to 559 points (60 – 69 %)

F = 479 points or lower (less 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

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 (002).

The course ID is **UNTDDBS.**

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.