University of North Texas at Dallas
Spring 2019
SYLLABUS for Distance Learning

DSCI 2710-011: Data Description & Analysis with Spreadsheets 3Hrs			
Department of	**Business**	**School of**	**Business**

Instructor Name:	**Jasook Kwon, Ph.D.**
Office Location:	**Founders Hall 302A**
Office Phone:	
Email Address:	Jasook.kwon@untdallas.edu

Office Hours:	**On-line:** Emails will be answered within 24 hours and those received after 5:00pm will be replied the next day.
	On-campus: 2:20 - 5:20 pm Tuesday every week at FH 302A
	          5:30 – 8:30 pm Tuesday of every other week (from week 2) at DAL1 RM 201D
	          (computer lab.)

Classroom Location:	*Online (94% online)*
Class Meeting Days & Times:	**Online** **Final Exam will be an ON-CAMPUS traditional exam.** **(6:00pm Friday, May 10 , 2019 Classroom: TBA)**

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:	Eligibility for college level math
Required Material:	**Textbook**: Discovering Business Statistics (authors: Quinton J. Nottingham & James S. Hawkes). **Course Software**: Hawkes Learning System--Discovering Business Statistics (available at http://www.hawkeslearning.com/Students.htm) This is a web-based software and we do not use installed software anymore. You need to purchase your access code and create your account at the website. ISBN: a package of [access code + ebook]: 9781941552858 or a package of [access code + ebook + paper version textbook]: 9781941552698 **Microsoft Excel** (2013 or newer version)- download from your university email account (setting ⚙ → Office 365→Software download→Excel)

Access to Learning Resources:	UNT Dallas Library:
	          phone: (972) 780-1616
	          web: http://www.untdallas.edu/library
	          email: library@untdallas.edu
	UNT Dallas Bookstore:
	          phone: (972) 780-3652
	          web: http://www.untdallas.edu/bookstore
	          e-mail: untdallas@bkstr.com

Supported Browsers:
  Chrome
  Firefox
  Flash 28, 29 (for audio/video)
  Internet Explorer 11
  Safari 10, 11
 	
Supported Devices:
  iPhone
  Android
  Chromebook
(Tablet users can use the Canvas app)
	Getting Help with Canvas:
	
	Canvas 24 /7 Phone Support for Students: 1-833-668-8634
	
	Canvas Help Resources:
	web: https://community.canvaslms.com/docs/DOC-10701
	
	For additional assistance, contact Student Assistance (Distance Learning):
	  Founders Hall, Rm
	  124 phone: (972)
	  338-5580
	  email: distancelearning@untdallas.edu
	
	If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.
	
	If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office

Course Goals or Overview: The goals of this course are as follows -	
	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, students will be able to:	
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

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated via class email or Canvas announcement. Additional readings and activities may be added on the Canvas weekly module section.

Schedule	Topic	Activities & Due Dates
Week 1 (1/14~1/20)	Syllabus 1. Basic Terms of Statistics 2. Types and Measurements of Data	Textbook (Chapters 1.1-1.3; 2.5-2.8) Lecture & Exercise Discussion 1 Hawkes Module Certifications 1.1-1.3, 2.5-2.6 --- Due 11:55pm (Central Time), Sunday 2/24
Week 2 (1/21~1/27)	3. Organization and Presentation of Data	Textbook (Chapters 3.1-3.9) Lecture & Exercise Discussion 2 Hawkes 3.4, 3.5-3.9 --- Due 11:55pm (CT) 2/24 Check Hawkes lesson list for extra credit (bonus) lessons

Week 3 (1/28~2/3)	4. Numerical Descriptive Statistics	Textbook (4.1, 4.2, and 4.3) Lecture & Exercise Discussion 3 Hawkes 4.1, 4.2a -- due 11:55pm (CT) 2/24 Check Hawkes Bonus sections (Bonus section due: 11:55pm. Saturday 5/11) Practice Excel procedures
Week 4 (2/4~2/10)	4. Numerical Descriptive Statistics continues	Textbook (4.5, 4.7 and 4.8) Lecture & Exercise Discussion 4
Week 5 (2/11~2/17)	5. Probability	Textbook (5.1~5.3) Lecture & Exercise Discussion 5 Hawkes 5.1-5.2 Due 11:55pm. Sunday 2/24
Week 6 (2/18~2/24)	5. Probability continues	Textbook (5.4~5.6 & 5.8) Lecture & Exercise Discussion 6 Hawkes 5.4 --- Due 4/28 Check Hawkes lesson list for extra credit (bonus) lessons
Week 7 (2/25~3/3)	Review Exam 1	Review for Exam 1 Exam 1 in Webtest section of your Hawkes account submit by 11:55pm (CT), Sunday, Mar. 3.
Week 8 (3/4~3/10)	6. Discrete Probability Distribution (6.1-6.3) Excel Project Output 1 Submission	Textbook (6.1~6.3) Lecture & Exercise Hawkes 6.1-6.3 ---Due 4/28 Submit Excel Project Part I Output to CANVAS by Sunday 3/10
Week 9 (3/11~3/17)	Spring Break	Spring Break
Week 10 (3/18~3/24)	6. Discrete Probability distribution (6.5-6.6)	Textbook (6.5 – 6.6) Lecture & Exercise Hawkes 6.5 --- Due 4/28
Week 11 (3/25~3/31)	7. Continuous Random Variables	Textbook (Chapter 7 Introduction, 7.2 and 7.3) Lecture & Exercise Discussion 7 Hawkes 7.3a, 7.3b, and 7.3c --- Due 4/28
Week 12 (4/1~4/7)	8. Samples and Sampling Distribution Excel Project Output 2 Submission	Textbook (8.1 ~ 8.3) Lecture & Exercise Hawkes 8.3 --- Due 4/28 Submit Excel Project output II to CANVAS by 11:55pm(CT), Sunday 4/7

Week 13 (4/8~4/14)	9. Estimating (Interval Estimation) Means	Textbook (9.1 ~ 9.3) Lecture & Exercise Hawkes 9.1-9.3 due 4/28
Week 14 (4/15~4/21)	9. Estimating (Interval Estimation) Means continues	Textbook (9.4 ~ 9.5) Lecture & Exercise Discussion 8 Check Hawkes lesson list for extra credit (bonus) lessons
Week 15 (4/22~4/28)	Review Exam 2	Review for Exam 2 Complete Exam 2 from Webtest section in your Hawkes account by 11:55pm(CT). Sunday 4/28
Week 16 (4/29 ~ 5/5)	Review for Final Exam Revise and submit your Excel Project final paper	Review for Final Exam Submit your Excel project final paper to CANVAS by 11:55pm, Sunday 5/5..
Week 17 (5/6~ Sat. 5/11) Final Week	**Final Exam ON CAMPUS—6:00pm, Friday, May 10 Classroom: TBA** Please bring your SCANTRON, statistical tables (Table A through E of Textbook Appendix A)	**Final Exam: 6:00pm, May 10, 2019** All overdue submission of Hawkes Module Certification should be completed by 11:55pm, **Saturday, 5/11**

Last Day to Drop a Class without a W .... Wednesday, January 30
Withdrawal Deadlines
     Last day to withdraw from a course with a grade of W (Written Consent of Instructor Required)
     …………………………………………….…………………………………Friday, April 5
     Last day for withdrawal of ALL courses with grades of W.............................Friday, April 19
Last Day of Classes ....Thursday, May 2
Reading Day (Study day prior to final exams)..Friday, May 3
Final Exam Week ....Monday, May 6 – Saturday, May 11

Course Evaluation Methods

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

1. Discussion
Discussion topic is usually regarding previous week's lesson. Participate in the activities on class discussion board by the end of the week (11:55pm Sunday of the week). Your posting will be graded. Because it is not editable once you post your discussion, please post your final version. And note that you can see your classmate's postings after you post yours. Timely participation in the course is critical to ensure your course schedule follow-ups. During the semester, eight discussions will be posted.

2. Hawkes Learning System (HLS) Module Certification

Create your Hawkes account at www.learn.hawkeslearning.com. Access code is required to get the access to course software on-line and your Hawkes grade page. This course uses Discovering Business Statistics. Course ID for enrollment is **UNTDDBS.** Once you enroll in my section, you can study each module following Learn→Practice→ Certify. Each lesson is completed by certification. For each lesson, you can try as many times as you need till you pass (complete certification). Each certification is 15 points. Out of all lessons assigned, required are 16 certifications. 16 lessons are assigned to make total 15*16 = 240 points. There are lessons marked as Bonus in the Hawkes lesson list. Bonus certifications will be used for your extra credits. After certified, please check your "Grade" page of your Hawkes account. You should save a copy of the certificate or current grade page every time you complete a module certification. Keep it with you. The copy can be used in case of system fails/crashes.

To earn full credits, you need to certify lessons by due dates. Overdue certification is accepted at a **20% penalty**. No overdue certification submission will be taken after 11:55pm. central time, Saturday, May 11, 2019.

	Required Hawkes Learning System (HLS) Lessons (Check additional Bonus lessons in your Hawkes account lesson list)	Due Dates
1	1.1 – 1.3 Getting Started	Check each lesson's due dates in the course outline table of this syllabus pages 2-5. There will be 20% overdue penalty for the certification submitted after its due date but by Saturday, December 15 **No** submission will be accepted after Saturday, May 11
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 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	
16	9.1-9.3 Interval Estimation of the Population 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. Check feedback (grading note) from your instructor given to the output files you submitted. Checking my feedback left on your Excel output files is critical for revising output and your final paper preparation.

Students are to submit Excel project files to CANVAS. Submission link is in Excel Project module of Canvas. Email submission will NOT be accepted.
- Post your Excel file of output 1 by Sunday, March 10, 2019.
- Post your Excel file of output 2 by Sunday, April 7, 2019.
- Post your Word file of final paper by Sunday, May 5, 2019.

3. Exams

All on-line midterm exams and an on-campus final exam will be included in your total grade.

- 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 <u>computer for online exam</u>.**
- At the <u>online midterm exams</u> 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 exam. Basically, makeup test is NOT offered unless it is a documented emergency (See student handbook).
- <u>On-Campus Final Exam</u>: Comprehensive Final exam is on-campus, pencil-and-paper exam. You need to bring your scantron.

Grading Matrix:

Activities/Assignments	Value (percentages)
Discussion participation	8 * 10 points each = 80 points (10.0%)
Hawkes Learning System Certifications	16 lessons * 15 points each = 240 points (30.0%) (Check additional bonus lessons from lesson list in your Hawkes account)
Excel Project	Output 1 submission (40 points) + Output 2 submission (40 points) + Final paper submission (40 points) + = 120 points (15.0%)
2 Midterm Examinations on-line (Hawkes)	2 Exams * 120 points each = 240 points (30.0%)
Comprehensive Final Exam **on campus**	120 points (15.0 %)
Total:	**800 points (100%)**

<u>**Grade Determination**</u>
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 <u>at least 560 points</u> are required.**
D = from 480 to 559 points (60 – 69 %)
F = 479 points or lower (less than 60%)

<u>University Policies and Procedures</u>

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:
The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and

must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Canvas Instructure 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. Canvas Instructure course management system's accessibility statement is also provided: https://www.canvaslms.com/accessibility

NOTE: Additional 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.

Course Evaluation Policy:
Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

Assignment Policy:
Refer to page 2 and 3 for due dates. All online submission needs to be completed by 11:55pm, central time, of due date.

Exam Policy:
Midterms are online exams through your Hawkes account. Final exam is taken on campus on the scheduled date of final week. **If you cannot come to the campus for final exam, you need to arrange a qualified university proctor and get your instructor's permission in advance by Friday, April 19, 2019.**

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.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf
for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

(Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.)

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas 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.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. 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. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, discussion board forum threads and/or any other forms of written communication in the online environment 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 online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including 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 https://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014. pdf. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Canvas 24/7 Help Desk at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://community.canvaslms.com/docs/DOC-10701