


University of North Texas at Dallas
Spring 2018
SYLLABUS for Distance Learning

DSCI 2710-010: 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: Messages that arrives at course Blackboard by 5:00pm will be answered in the evening of the day. On-campus: Tuesdays 4:00-5:20pm Thursdays 6:00-8:00pm
Classroom Location:	Online
Class Meeting Days & Times:	Online Final Exam will be an ON-CAMPUS traditional exam. (date and time in final week: 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:	None
Required Text:	 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
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
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 Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

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 Discussion 1 Hawkes Module Certifications 1.1-1.3, 2.5-2.6 --- Due 11:59pm (Central Time), Sunday, Feb.11
Week 2 (1/22~1/28)	3. Organization and Presentation of Data	Textbook (Chapters 3.1-3.9) Lecture & Exercise Discussion 2 Hawkes 3.4, 3.5-3.9 --- Due 11:59pm (CT), Feb. 11
Week 3 (1/29~2/4)	4. Numerical Descriptive Statistics	Textbook (4.1, 4.2, and 4.3) Lecture & Exercise Discussion 3 Hawkes 4.1, 4.2a due 11:59pm (CT), Sunday Feb. 11. Check Hawkes Bonus sections (Bonus section due: May15)
Week 4 (2/5~2/11)	Review Midterm Exam 1	Review Take 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 Discussion 4
Week 6 (2/19~2/25)	5. Probability Excel Project Part I Output Submission	Textbook (5.1~5.6, 5.8) Lecture & Exercise Discussion 5 Hawkes 5.1-5.2, 5.4 --- Due Mar. 11 Submit Excel Project Part I Output to Blackboard by Sunday 2/25
Week 7 (2/26~3/4)	6. Discrete Probability Distribution	Textbook (6.1~6.5) Lecture & Exercise Discussion 6 Hawkes 6.1-6.3, 6.5 --- Due Mar. 11
Week 8 (3/5~3/11)	Review Midterm Exam 2	Review Take 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	
Week 10 (3/19~3/25)	7. Continuous Random Variables	Textbook (7.2 and 7.3) Lecture & Exercise Discussion 7 Hawkes 7.3a, 7.3b, and 7.3c --- Due Apr. 22
Week 11 (3/26~4/1)	8. Samples and Sampling Distribution	Textbook (8.1 ~ 8.3) Lecture & Exercise Discussion 8 Hawkes 8.3 --- Due Apr. 22
Week 12 (4/2~4/8)	9. Estimating (Interval Estimation) Means	Textbook (9.1 ~ 9.3) Lecture & Exercise Discussion 9
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 Discussion 10 Submit Excel Project Part II Output to Bb by 11:59pm(CT), Sunday, Apr. 15
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), 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 submit your Excel Project final paper to Bb	Submit your Excel project final paper to Blackboard by 11:59pm, Sunday, May 6.
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

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

1. Discussion Board

Participate in class discussion by the end of the week (11:59pm Sunday of the week). The discussion topic of the week will be inaccessible after the Sunday. Timely participation in the course is critical to ensure your course

schedule follow-ups. During the semester, ten discussion topics will be posted. Check course outline on page 2-3 for discussion weeks.

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. Course ID for enrollment is **UNTDDBS**.

Once you enroll in my section, you can study each module following Learn→Practice→Certify. Each module study is completed by a quiz in “Certify” section. Each modules are certified online when you complete “certify (which is module end quiz)” part of each module. For each module, you can try as many times as you need till you pass (complete certification). Each certification is 20 points. Out of all modules assigned, required are 14 modules. **14 modules are assigned to make total 280 points.** Extra modules completed will be used for your extra credits. After completing a module certification, please check your “Grade” section. **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 assigned Hawkes modules by due dates. Overdue certification is accepted at a **20% penalty**. No overdue certification submission will be taken after **11:59pm, central time, Tuesday, May 15, 2018.**

	Required Hawkes Learning System (HLS) module (Check additional Bonus Modules in your Hawkes account)	Due Dates
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 but by Tuesday, May 15 No submission will be accepted after Tuesday, May 15.
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	7.3a Reading a Normal Curve Table	
12	7.3b The Normal Distribution	
13	7.3c Z-transformation	
14	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: Sunday, Feb. 25, 2018
- Part II output submission: Sunday, Apr. 15, 2018
- Revised final version paper submission: Sunday, May 6, 2018

3. Exams

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

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

Grading Matrix:

Activities/Assignments	Value (percentages)
Discussion participation	10 * 4 points each = 40 points (5%)
Hawkes Learning Module Certifications	14 modules * 20 points each = 280 points (35%)
Excel Project	Part I output submission (20 points) + Part II output submission (20 points) + Final version submission (40 points) + = 80 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%)

University Policies and Procedures

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.

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>

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 using any of these tools.

Course Evaluation Policy:

Student's evaluation 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 11:59pm, central time, of due date.

Exam Policy:

Three 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 Sunday, Apr. 22, 2018.**

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 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.

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. 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 affected 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 messages 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 <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.

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 Requirements: 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.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom>
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html