# DSCI 3710 Business Statistics with Spreadsheets

**DSCI 3710.520: Mondays/Wednesdays 9:30 am-10:50 am FRLD 310.**

## Instructor Contact

**Name:** Adebola Akintomide

**Room:** FRLD 360

**Office Hours:** Tuesday 10am- 12noon Wednesday 11 am-12 noon or by appointment all online via Zoom at <https://unt.zoom.us/j/3159131157>

**Email:** adebola.akintomide@unt.edu **(Please put course name and section numbers in the title)**

**COURSE WEB SITE(S)**: [learn.hawkeslearning.com](http://learn.hawkeslearning.com/) for course material.

We also will make use of UNT’s Canvas Learning Portal.

# REQUIRED SOFTWARE:

* **Canvas:** The lecture notes, Excel case files, Case quizzes, all of the exams, and other material will be posted on Canvas so please make sure you keep up and check Canvas often.
* **Excel:** You may be familiar with Excel; but its essential use for this course is illustrated in the Text (under the "Discovering Technology' segment) and on the [Hawkes Learning/Discovering Technology Instructions](https://www.hawkeslearning.com/Statistics/dbs2/technology.html). As a UNT student, you can [install Microsoft Office for free through the UIT Help Desk (Links to an external site.)](https://it.unt.edu/installoffice365).
* **COURSE WEB SITE(S)**: You will be using Hawkes Learning materials for this course.
* **REQUIRED COURSEWARE: *Discovering Business Statistics*** by Quinton Nottingham and James Hawkes **ISBN:** 978-1-64277-510-5 (Courseware + eBook + Textbook)



### Software access includes the eBook. The hardbound book is not required.

RECOMMENDED BOOK (for further reading/comprehension):

**Discovering Business Statistics** by Nottingham/Hawkes, Hawkes Learning, ISBN: 978-1-64277- 510-5

The software access code is **required** to complete the assignments (HLS Modules). If you took DSCI 2710/3710 previously and have an access code **for the above product**, then you can **reuse** it.

If you have an access code for **the 1st edition of Discovering Business Statistics, you should be able to upgrade to the 2nd edition at no extra cost.**

If you need to purchase access, you may do so either from the UNT bookstore or through your Hawkes account. To purchase through Hawkes, simply click the Hawkes Learning link in Canvas and click the Activate button on your dashboard.

### For a full tutorial of the Hawkes website, please watch the following video:

<http://tv.hawkeslearning.com/VideoPlayerSingle.htm?PlayerID=5062857235001>

**For any questions or technical issues with the Hawkes courseware,** please reach out directly to their Tech Support Team via LiveChat ([http://chat.hawkeslearning.com](http://chat.hawkeslearning.com/)) or phone (1-800-426-9538) (M-F 7 am-9 pm CST)

IF YOU ARE LESS FAMILIAR WITH EXCEL:

Any Excel Primer – Any Excel reference that covers material similar to our BCIS 2610 course.

# GOALS:

At the end of the course, students should:

1. Have an increased appreciation for the use of statistics in business decision-making
2. Acquire a positive attitude toward business statistics and how it is relevant for your future coursework and decision making
3. be better able to select the appropriate statistical tool/methodology to aid in business decision- making,
4. be able to use a computer spreadsheet program such as **Excel** to describe and analyze numerical data,
5. be better able to read, understand and communicate in the language of applied business statistics
6. be able to manipulate simple statistical formulae to solve non-verbal (numerical) problems,
7. have an enhanced ability to follow directions and instructions,

have a much better vision of how analytics are used in analysis and business decisions,

# TEACHING METHOD:

* + Students are encouraged to pay attention to commercials and news items in print as well as audio-visual media to become aware of the wide use of statistics in our daily lives. To better assist you in understanding the use of these methodologies in business, many of the class problems will be presented as simple business cases.
	+ Students will be required to complete modules in **Hawkes Learning Systems (HLS): Discovering Business Statistics 2e**. This process is intended to help students make more efficient use of their time in learning how to solve problems.
	+ The use of spreadsheets in analyzing business data will be stressed.
	+ You should **work** on the homework assignments (HLS lessons and Excel case studies). The case studies and the Hawkes Learning lessons are intended to assist you in better structuring the learning time you spend on mastering the course material. The best way to prepare for exams is to go over the practice exams posted on Canvas.

# EVALUATION:

To demonstrate their ability to use quantitative techniques in business, students will complete the tutorials and quizzes (**Hawkes Learning Systems: Discovering Business Statistics 2e**) and answer exam questions based on short data analysis situations. Wherever possible, rather than being purely numerical, problems will be presented in word format. The exams and assigned work reinforce the course objectives by simulating real business problems that require students to communicate

# GENERAL COMMENTS

1. Doing the assignments is essential for success in this course. In fact, the assignments constitute a large portion of your grade in this course. You are encouraged to keep up with the homework and meet the submission deadlines.
2. You should not hesitate to ask questions to me, or the teaching assistant.
3. Regular monitoring of the course material posted on Canvas is expected. There will be no make-up if you miss any of the mid-term exams unless you have a University-approved excuse. Whenever applicable, such an excuse is to be provided to the instructor in writing, as early as possible.
4. Students have the final responsibility for seeing that you properly withdraw before the scheduled last drop day, in case you wish to withdraw from/ drop the course. If you stop attending class, you should execute the drop procedure since failure to do so will result in a grade of “F” which cannot be changed.

# DSCI 3710 COURSE- SPECIFIC POLICIES:

1. **Homework:** Homework is assigned and should be completed when due. While only the HLS modules (tutorials), Exams and Quizzes on are graded, all reading material is testable, even if it is not emphasized in the lecture.
2. **Tutorial Exercises:** Tutorial exercises, also referred to as modules and lessons using the **Hawkes Learning Systems: Business Statistics** **(HLS**) are assigned. The due dates for the tutorials using **HLS** software are assigned in this syllabus. These form a significant part of the course grade and **must be registered onto the HLS Web database by the due date** to receive full credit. On completion of a module in a COB lab, or at home, you should **save the HLS certification code to your disk**. **If you are connected to the internet** the module will register automatically **but always double check that you have received credit by going to your progress report**. To get the credit for an HLS lesson, you need to complete the “Certify” section of that lesson. If there is any problem, exit HLS and then go to your course HLS Web site at learn.hawkeslearning.com.

Late tutorial submissions will be deducted 3 points, provided they are registered by **the end of day on Dec 12, 2025.** No credit is awarded for any tutorial exercise completed after this date. ***To get your authorization code for using the HLS software, if you are a new purchaser of the software, you will need to visit HLS web site. PLEASE SEE PAGE 9 of this syllabus for detailed instructions. If you previously purchased the software and lost your code you should either visit*** <http://www.hawkeslearning.com/Support/GetYourAccessCode/AccessCodeLookup.htm> ***or send an E-mail to HLS customer service at*** *codes@hawkeslearning.com****. It would be best to send your name as you had registered with HLS originally, the name of the software, the prior term instructor’s name, the term and year of the purchase, and the course for which you made the purchase (DSCI2710 or DSCI3710).*** See page 9 of this syllabus for a full set of HLS instructions. You can also download (save) a comprehensive set of instructions directly from the HLS web site by going to:[*http://www.hawkeslearning.com/Support/InstallationInstructions.htm*](http://www.hawkeslearning.com/Support/InstallationInstructions.htm)*.* In addition, there is a more detailed or full set of student directions that walk through the product completely on that page.

1. **Exams and Quizzes:** There is one mid-term exam and one comprehensive final exam. Each one is worth **250 points. Both of these exams will be available on Canvas.** No make-up exams are given, however, if a student misses the first exam (with an appropriate University approved excuse, as mentioned above) the final will be used to substitute for the missed exam (as well as for the final exam). Each exam will be open book, open notes, open laptop etc. You only get one attempt for each exam.

Each of the **two (50 points each) Online HLS quizzes** is a summary test of the modules completed prior to them. **For each of these Online HLS quizzes, you get two attempts.** You can complete a quiz past its due date but with a 25% penalty. Any issues related to on time completion or credit for the modules and online quizzes should be resolved with the instructor within one week following their respective due dates. Such issues cannot be considered weeks later and especially not during compilation of the final grades, at the end of the semester.

1. **Taking HLS Quizzes:** To take a quiz in HLS open the software as usual and select Web Test at the bottom of the page. This will open the Web Test area. Select Take Test on the left side of the page. When a new window opens, select Assigned Test and OK. From the Select a Test Menu you can select the appropriate Online HLS Quiz. These Quizzes will not open until the dates as posted in the progress report or as announced in class. Once you select the Begin Test button the clock is running for the assigned time allotted for the Quiz. If you log off before completing the Quiz, you will receive either a -0- or partial credit for the portion you completed. Therefore, get everything you need BEFORE opening the Quiz.
2. **Grading:** The 16 HLS modules are worth a total of 400 points (@ 25 points each); The 2 HLS quizzes are worth a total of 100 points (@50 pts. each); The mid-term exam and the final exam are worth 250 points each.

**Point Allocation:**

Mid-term Exam 250

 HLS Tutorials (16\*25 pts)  400

 HLS quizzes (2 \* 50 pts) 100

 Final Exam 250

 TOTAL: 1,000

**Extra Credit:** Throughout the semester, there will be opportunities to earn extra credit points from various activities, such as surveys and quizzes.

1. **Letter Grades:** If you achieve the following thresholds below, you are **guaranteed** to receive the letter grade listed next to them:

≥ 900 points → A

 ≥ 800 points → B

 ≥ 700 points → C

 ≥ 600 points → D

 < 600 points → F

1. **Access to Information**: Eagle Connect Students’ access point for UNT business and academic services is at my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account.
2. **Acceptable Student Behavior**: Student behavior that interferes with an instructor’s ability to

conduct a class or other students' learning opportunities is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom. The instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct

## DEPARTMENT, COLLEGE, and OTHER POLICIES

1. ENROLLMENT: To be eligible for enrollment in upper-level business courses, students must have satisfied **all** of the following requirements:

a) A 2.70 grade point average

b) Completion of 45 hours of the pre-business course work,

c) Completion of **DSCI 2710** or equivalent a grade of C or better. **DSCI 2710** requires **MATH 1100 and 1190,** as well **BCIS 2610**. In addition, students are required to have completed: Accounting 2020 with grade “C” or better and Economics 1100.

If you are a business major (including business undecided or pre-accounting majors) enrolled in upper level business courses and do not meet these requirements, please drop the upper level courses immediately in order to receive a refund of your tuition. If you choose not to drop, the Dean's office will administratively cancel your enrollment in those courses. In that event, you will **not** receive a tuition refund.

1. COMPLAINTS: If you wish to register a complaint, you should first discuss your complaint with your instructor. If you wish to carry it further, contact Dr. Hakan Tarakci hakan.tarakci@unt.edu (the course coordinator) and then the ITDS Department Chair Dr. Anna Sidorova, but **only after first discussing it with your instructor**.
2. EXAMS: You are required to take all exams unless a written medical or other UNT- approved excuse is provided. In that case, you should discuss the alternative arrangements with your instructor. As a general rule, the course format does not allow **make-up exams**.
3. ACADEMIC INTEGRITY: This course adheres to the UNT policy on academic integrity. The policy can be found at <https://vpaa.unt.edu/fs/resources/academic/integrity>. If you engage in academic dishonesty, you will receive a failing grade on the test or assignment or a failing grade in the course. In addition, the case may be reported to the UNT Dean of Students/Academic Integrity Office, which maintains a database of related violations.
4. STUDENTS WITH DISABILITIES: The College of Business complies with the **Americans with Disabilities Act** in making reasonable accommodations for qualified students with disability. If you have an established disability you should register with the Office for Disability Accommodation and receive further instructions. Please see your instructor as soon as possible if you have any questions.
5. DEADLINES: Dates of drop deadlines, final exams, etc., are published in the university catalog and the schedule of classes. Please be sure you keep informed about these dates.
6. SPOT: The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short Web-based survey will be made available to you at the end of the semester/session, 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 SPOT to be an important part of your participation in this class.
7. GROUNDS FOR DISMISSAL FROM THE COURSE

A student can be dismissed from the course with a grade of "WF" for reasons of unsatisfactory progress. Some grounds for unsatisfactory progress are as follows:

i. The student has more than 3 un-excused assignment returns (such as Excel or HLS, on their final due dates).

ii. The student misses (providing no reason)/ or is caught cheating on an examination.

If a student is suspected of unsatisfactory progress, the instructor will first issue a warning (oral) to the student. Upon issuance of the warning, the student has three (3) actual days to provide evidence supportive of the student’s position. For any missed exam the following evidence will be accepted as tenable excuse:

\* Written and valid doctor's excuse for illness

\* Inability to reach class due to inclement weather (i.e. ice and/or snow, flooding, etc.)

\* Valid UNT sponsored event (must provide signed reference from head of sponsoring department.)

If the student provides satisfactory evidence, the instructor will reinstate him or her into the class.

If a student misses the final exam, he or she must provide the information stipulated above. If the excuse is acceptable, the instructor will submit an "I" for the final grade. **This is the only circumstance in which an "I" grade will be awarded. If you think you will not be able to complete the class satisfactorily, please drop the course. An “I” grade cannot be used to substitute your poor performance in class.**

If a student is caught cheating, he or she will be immediately removed from the class with a "WF" grade. To be reinstated, the student must provide substantial evidence to the contrary in a hearing held in the Dean of Students Office, University of North Texas.

1. CAMPUS CLOSING: UNT uses Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the canvas for contingency plans for covering course materials

References and Cross References

UNT Policy 06.003 [Student Academic Integrity](https://policy.unt.edu/policy/06-003)

UNT Policy 06.039 [Student Attendance and Authorized Absences](https://policy.unt.edu/policy/06-039)

UNT Policy 16.001 [Disability Accomodation for Students and Academic Units](https://policy.unt.edu/policy/16-001)

Tentative outline for the semester. It is meant to be a guide and several items are subject to change. Exams and quizzes may be moved to better accommodate any changes in class pace. Certain topics may be stressed more or less than indicated. HLS assignments are due 11:59 pm on the due date.

|  |  |  |
| --- | --- | --- |
| Week/Dates | Topics | Assignments Due |
| **Week 1 (Aug 18-24)** |  Course policies HLS1: 10.1: Introduction to Hypothesis Testing  | **HLS: Obtain authorization code** |
|  **Week 2 (Aug 25-31)** | HLS2: 10.2 Testing a Hypothesis about Population Mean, Sigma Known |  |
|  **Week 3 (Sep 1-7)** | HLS3: 10.3 Testing a Hypothesis about a Population Mean, Sigma Unknown |  |
|  **Week 4 (Sep 8-14)** | HLS4: 11.1 Comparing Two Population Means, Sigma 1 and Sigma 2 Known | **HLS 10.1, 10.2, and 10.3/Due Sun, Sep 14th 11:59 pm.** |
| **Week 5 (Sep 15-21)** | HLS5: 11.2 Comparing Two Population Means, Sigma 1 and Sigma 2 Unknown |  |
|  **Week 6 (Sep 22-28)** | HLS6: 11.3 Paired Difference Test |  |
|  **Week 7 (Sep 29 – Oct 5)** | HLS7: 12.1 Introduction to Analysis of Variance (ANOVA) HLS8: 12.3 The F-Distribution and the F-Test | **HLS 11.1, 11.2, and 11.3/ Due Sun, Oct 5th 11:59 pm** |
| **Week 8 (Oct 6-12)** | Catch up and Review | **EXAM 1-Inclass****HLS 12.1 and 12.3/Due** **Oct 12th 11:59 pm** |

**HLS Quiz 1 is due on Sun, Oct 12th.**

**\*\*\* Quiz 1 on HLS modules 10.1, 10.2, 10.3, 11.1, 11.2, 11.3, 12.1, and 12.3 for 50 points \*\*\***

|  |  |  |
| --- | --- | --- |
| **Week 9 (Oct 13-19)** | HLS9: 10.5 Testing a Hypothesis about a Population Proportion  HLS10: 11.4 Comparing Two Population Proportions |  |
| **Week 10 (Oct 20-26)** | HLS11: 16.3 The Chi-Square Test for Association |  |
| **Week 11 (Oct 27-Nov 2)** | HLS12: 13.1 The Simple Linear Regression Model HLS13: 13.3 Evaluating the Fit of the Linear Regression Model  | **HLS 10.5, 11.4, and 16.3/ due Sun, Nov 2nd 11:59 pm** |
| **Week 12 (Nov 3-9)** | HLS14: 14.1 The Multiple Regression Model  HLS15: 14.2 The Coefficient of Determination and Adjusted R^2 |  |
| **Week 13 (Nov 10-16)** | HLS16: 14.5 Models with Qualitative Independent Variables |  |
| **Week 14 (Nov 17-23)** | Catch up and Review  |  |
| **Week 15(Nov 24-Nov 30)**  | **NO CLASSES. ENJOY YOUR THANKSGIVING**  | HLS 13.1, 13.3, 14.1, 14.2 and 14.5/due on Thu, Dec 4th 11:59 pm |
| **Week 15(Dec 1 – Dec 5)** | **Review and Final Exam** | **EXAM 2-Inclass** |

**HLS Quiz 2 is due on Thu, Dec 4th.**

**\*\*\* Quiz 2 on HLS modules 10.5, 11.4, 16.3, 13.1, 13.3, 14.1, 14.2, and 14.5 for 50 points\*\*\***

**Student Getting Started Directions – see** <http://www.hawkeslearning.com/> **for help**

**TO GET THE ACCESS CODE FOR YOUR COURSE:**

1. Go to <http://www.hawkeslearning.com/Support/GetYourAccessCode.htm>. Phone HLS at 843-571-2825 for help
2. There will be three options on the above link and each option is explained clearly.
3. Choose the appropriate option that is applicable to you (for example “Purchase an access code”)
4. If you are purchasing the access code anew, you will be taken to a secure site, where you will be asked to enter your credit card information. Please note that the address information MUST match the billing address of the credit card.
5. After your credit card information has been verified, you will be taken to a page where you will request an Access Code by entering your name, school, and email address.

Upon submitting the Access Code request, your Access Code will be emailed to you as well as displayed on the screen.

**TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK:**

You will automatically be asked to enroll in your instructor’s gradebook the first time that you log in to the software. Choose your instructor’s name and the correct section from the pull-down menus.

**TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE):**

1. The Certify option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you print and/or save your certification code.
3. **a.** **If you have internet access**, you should receive a message that says your certificate has been submitted in your instructor’s gradebook. You are now done with that assignment! If you do not receive this message, follow the directions under “**b.**”.

**b.** **If you do not have internet access**, you will need to save the certification code file to a disk and upload the saved file from your disk on the internet from campus to get credit for your assignment in your instructor’s gradebook. To do this, - go to <https://course.hawkeslearning.com/UNTDBS/Default.asp> and **log in using your access code**

- click the Submit Certificate(s) link

- select the Lesson Name from the drop down list. Load your certification code from a disk and click OK. Your certification code is now submitted!

- you need to perform these steps after you Certify to get credit for each of your assignments

**\* Be sure you submit your Certification Code ON or BEFORE the due date to get full credit for the assignment.**