DSCI 3710.501– Summer 2016 - 5W1– Syllabus

CLASS (DAY/TIME/LOCATION): MW / 6:00 PM to 9:50 PM / FRSC107
INSTRUCTOR: Catalin C. Dinulescu
OFFICE: FRSC 109 PHONE: 214-218-7470 (always follow up with email)
E-MAIL: Catalin.Dinulescu@unt.edu (preferred mode of contact)
OFFICE HRS: MW 5:00PM - 6:00PM or by appointment
COURSE WEB SITE(S): http://www.cob.unt.edu/itds/courses/dsci3710/dsci3710.htm for course material and https://learn.unt.edu/ for “clicker” registration

REQUIRED SOFTWARE:

Hawkes Learning Systems: Business Statistics, by James S. Hawkes, Hawkes Learning Systems (HLS UNTBSTAT), Release Date: 7/17/2015, Version: 15.0.1 - for PC; Release Date: 9/17/2012, Version: 3.8.6 – for MAC. Note: This software is required to complete the assignments that are equivalent to a portion of one take home exam. If you already purchased an earlier version of HLS for DSCI 2710 or DSCI 3710, you can use the same access code. In such case, you do not need to purchase new HLS software. Your personal access code to the software is required to obtain the lesson certifications, and to take the online WEBTEST quizzes. Since the software is available on the Web, installation on your own PC/Mac is optional.

HLS student install for PC/Mac: http://www.hawkeslearning.com/Support/Downloads.htm
Select Product = Business Statistics
HLS Web Access: https://learn.hawkeslearning.com/Portal/

Response Card RF-LCD 9781934931400, Author: Turning Point - This is the “clicker” that we use in the classroom for interactive sessions. Extra credit quizzes will be administered during the semester. These quizzes will use the “clicker” for entering responses. There will be no prior announcement for any of these quizzes. In short, keep up with the material, attend class regularly, bring the “clicker” with you always and get a shot at some potentially very useful extra-credit points! Please be sure to register your clicker at the link within your course at https://learn.unt.edu/

REQUIRED BOOK:
Business Statistics: Analytics for Decision Making by Kvanli/Pavur/Keeling, CENGAGE.

OR:
Optional Books:
Any Excel Primer - Most of you had an Excel reference in BCIS 2610 that will suffice.

GOALS: At the end of the course, you will
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,
3. be better able to communicate in the language of applied business statistics,
4. be better able to select the appropriate statistical tool/methodology to aid in business decision making for your future course work and future job,
5. be able to use appropriate statistical formulae to solve problems,
6. be more capable of using a computer to describe and analyze numerical data,
7. have an enhanced ability to use quantitative methods for business decision making.

TEACHING METHOD:
1. Students are encouraged to pay attention to commercials and news online and in print, as well as audiovisual media to become aware of the wide use of statistics in our daily lives. To better assist students in understanding the use of these methodologies in business, many of the class problems will be presented as simple business cases.
2. Students will observe and actively participate in the working of problems found in the textbook. In addition, students will be required to complete modules in Hawkes Learning Systems (HLS): Business Statistics. This process is intended to help students make more efficient use of their time in learning how to solve problems.
3. Students are required to participate in class discussions on statistical methodology applied to non-trivial cases in various areas of business. The use of spreadsheets in analyzing business data will be stressed.
4. Students are required to complete tutorial assignments and computer projects.

EVALUATION:
To demonstrate their ability to use quantitative techniques in business, students will complete the tutorials (Hawkes Learning Systems: Business Statistics), analyze real business data for class cases using Excel 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. Students are encouraged to keep up with the homework and meet the submission deadlines.
2. Students should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class everyone can benefit from the question.
3. Absences and tardiness are likely to cause you to miss the presentation of significant
material and this may result in a lower grade. The mid-term exam or the quizzes (except bonus quizzes) may be missed only if 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 they properly withdraw before the scheduled last drop day, in case they wish to withdraw from/drop the course. A student who stops attending class should execute the drop procedure since failure to do so will result in a grade of “F” which cannot be changed.

5. Students are requested not to phone the ITDS department for their final grade in the course. Final grades are only available electronically.

DSCI 3710 COURSE- SPECIFIC POLICIES:

1. **Tutorial Modules**: Homework using the Hawkes Learning Systems: Business Statistics (HLS) is assigned. The due dates for the HLS lessons are listed in this syllabus, as well as be listed within the HLS platform. 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. If you complete a lesson working offline and using your locally installed version of HLS software, you should save the HLS certification code to your disk/flash drive and upload it by the due date. Always double-check that you have received credit by going to your progress report by visiting [http://www.hawkeslearning.com/UNTBSTAT/](http://www.hawkeslearning.com/UNTBSTAT/), also accessible through the COB link: [http://www.cob.unt.edu/itds/courses/dsci3710/dsci3710.htm](http://www.cob.unt.edu/itds/courses/dsci3710/dsci3710.htm) (successive clicks through COB Web site > Departments > ITDS > Course Descriptions > Go to DSCI3710 and select Course Website >).

Late HLS lesson (tutorial modules) submissions receive only 50% credit, provided they are registered by the last class day before the final. No credit is awarded for any tutorial module completed after the last class day before the final. If you previously purchased the software and lost your code you should send an Email 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 - formerly MSCI2710 or MSCI3710). You can download (save) instructions on how to get started and use HLS from their web site: [http://www.hawkeslearning.com/Support/InstallationInstructions.htm](http://www.hawkeslearning.com/Support/InstallationInstructions.htm). There is a full set of student directions that walk through the product completely on that page. See also this syllabus for a full set of HLS instructions.

2. **Excel Cases**: Projects involving the use of Excel to analyze business data are assigned. These are an important part of the course grade that is graded via an online Excel Quiz that is available in the HLS software using WEBTEST on the dates they are due. Late Excel Cases are accepted by the next class period after the quiz and have a 50% penalty. Thereafter, the Excel case assignments receive no credit.

3. **Exams**: There is one in-class mid-term exam worth 200 points and a departmental comprehensive final worth 200 points. The department final exam is scheduled as listed at the end of this syllabus. Please check for the time and location of your exam later. No make up exams are given, however, if a student misses the first in-class exam (with an
appropriate University approved excuse, as mentioned above) the final can be used to substitute for the missed exam (as well as for the final exam). Exams are open books open notes, and students are allowed to use formula sheets, notes, textbooks, calculator, Excel, personal computer, and Tables. No cell phones communication will be allowed.

Each of the two HLS Online Quizzes is a summary test of the 8 modules completed prior to them. The quizzes can be done only on certification of these 8 component/prerequisite modules. Late registration of the modules may disable you from the HLS Quizzes. 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 can not be considered weeks later and especially not during compilation of the final grades, at the end of the semester.

4. **Taking Online Excel and 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 Excel Quiz, Practice HLS Quiz, or 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/Exam, you will receive either a 0 or partial credit for what portion you did complete. Therefore, get everything you need BEFORE opening the Quiz.

5. **Attendance:** Regular and punctual attendance for the full period of each class is expected, and is part of the final grade, according to the grading schedule below. Here regular attendance means a maximum of 3 absences for the entire duration of the course.

6. **SPOT Class Evaluation:** 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 my students, as I continuously work to improve my teaching. SPOT represents a part of the final grade, and participation is expected from all students. Grade points are awarded upon receipt of printed confirmation of the SPOT evaluation submission on or before the day of the final exam.

7. **Grade Points Allocation and % of final grade:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>40</td>
<td>6.2%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>200</td>
<td>30.8%</td>
</tr>
<tr>
<td>HLS Tutorials and Excel Quizzes (16<em>5 pts + 4</em>5pts)</td>
<td>100</td>
<td>15.4%</td>
</tr>
<tr>
<td>Online HLS quizzes (2 * 50 pts)</td>
<td>100</td>
<td>15.4%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>30.8%</td>
</tr>
<tr>
<td>SPOT Class Evaluation</td>
<td>10</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

**TOTAL:** 650 100%

**Letter Grades:**

- 585+ = A
- 520+ = B
- 455+ = C
Extra Credit: Extra credit quizzes or research surveys may be administered during the semester, and will be announced during class, with no advance notice. The quizzes may use the “clicker” for entering responses.

8. Tutoring Lab (BLB 131). This is available for students seeking additional help. Hours and venue will be announced in class. The purpose of the lab is to assist students to overcome difficulties with statistics problems. It is not meant to be an extensive tutoring service. Hours will be announced in class and/or posted on the course website.

9. Technology issues. Students can choose to use Personal Computers (PCs), or UNT computing resources (e.g. Computer/Tutoring Lab) for this class. If using a personal PC, it is the student’s responsibility to maintain it in good working condition. In case of technology issues, students should use common sense in determining whether or not the issue may be personal PC vs. UNT platform (e.g. HLS software) related, and always address the issue through the respective customer service channels first. I encourage students to address the issues immediately, and not wait until the last moment; some useful phone numbers are provided in the subsequent syllabus sections. Technology should not be used as an excuse for student’s inability to complete class deliverables on time. Keep in mind that you can always use the UNT technology resources available to you.

DEPARTMENT, COLLEGE, and OTHER POLICIES
1. PREREQUISITES: 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 with a grade of C or better. DSCI 2710 requires MATH 1100 and 1190 as well as 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.

2. 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. Kulkarni (the course coordinator) and then the ITDS Department Chair Dr. Mary Jones, but only after discussing it with your instructor.

3. EXAMS: You are required to take all exams, unless a written medical excuse is provided. In that case, you should discuss the alternative arrangements with your instructor. Please have a picture ID in your possession when taking all exams. As a general rule, the course format requires no make-up exam be given.

4. ACADEMIC INTEGRITY: This course adheres to the UNT policy on academic integrity. The policy can be found at http://vpaa.unt.edu/academic-integrity.htm. 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 referred to the Dean of Students for appropriate disciplinary action.

5. 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 as defined in the "Act" and would like to request accommodation, please see your instructor as soon as possible.

6. 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.

8. CELL PHONES: As a courtesy to your instructor and to your fellow classmates, you are asked to set your cell phone to vibrate, or switch it off. In case of a personal emergency, if you must use your cell phone, you are asked to step out of the classroom. Cell phones communication or messaging is not allowed during the exams or quizzes.

9. INCOMPLETE GRADE (I): The grade of "I" is not given except for rare and very unusual emergencies, as per University guidelines. An “I” grade cannot be used to substitute your poor performance in class. If you think you will not be able to complete the class, please drop the course.

10. CAMPUS CLOSING: In the event of an official campus closing, please check your UNT e-mail (EagleConnect) for instructions on how to turn in assignments, how the due dates are modified, etc.

11. COURSE DISMISSAL:
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 missed assignments (such as Excel or HLS quizzes) without justification.
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.), or (*) 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.

The syllabus on the next page is a tentative outline for the semester. It is meant to be a guide and several items may be subject to change.
### DSCI 3710 – Topics

**HLS#** refer to HLS lessons *(tutorial modules)*. In the listing below HT stands for Hypothesis Testing. Reading assignments (sections) refer to the new textbook but you can get the same material in the pre-2010 textbook by subtracting two from the chapter numbers listed below. For example, chapter 10 below is 8 in the 2001-2009 editions of the textbook.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS</th>
<th>SECTIONS</th>
<th>HLS &amp; Excel Assignments</th>
<th>Due dates are also listed in HLS</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
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<td></td>
<td>Course policies</td>
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<td></td>
<td>Hypothesis testing for population mean - large samples. Exclude</td>
<td>10.1</td>
<td>HLS: Obtain authorization code</td>
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<td></td>
<td>calculations of power and beta; concepts only</td>
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<td></td>
<td>One-tailed test for ( \mu ) with large ( n )</td>
<td>10.2</td>
<td>HLS1: 9.5 HT means (Z-value)</td>
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<td></td>
<td>Use of ( p )-values</td>
<td>10.3</td>
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<tr>
<td></td>
<td>Hypothesis tests for population mean - small ( n ), introduction to t-tables</td>
<td>10.4</td>
<td>HLS2: 9.6 HT mean (t-value)</td>
<td></td>
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<tr>
<td></td>
<td>C.I. &amp; hypothesis test for two populations</td>
<td>11.1-11.2</td>
<td>HLS3: 9.4 HT means (p-value)</td>
<td>Download Excel CASE 1</td>
</tr>
<tr>
<td></td>
<td>means - large independent samples.</td>
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<td></td>
<td>HLS4:10.2 HT 2 means (( \sigma ) known)</td>
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<td><strong>Week 2</strong></td>
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<td></td>
<td>C.I. &amp; hypothesis test for two population</td>
<td>11.3</td>
<td>HLS5: 10.3 HT 2 means (( \sigma ) unknown )</td>
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<td></td>
<td>means - small independent samples. Exclude</td>
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<td>hand calculations with unequal variance case</td>
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<td></td>
<td>Paired (dependent) small samples from two populations.</td>
<td>11.5</td>
<td>HLS6: 10.4 Compare ( \mu )'s (dep. ( n ))</td>
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<td></td>
<td>F-test for two variances</td>
<td>11.4</td>
<td>Download Excel CASE 2</td>
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<td>right tailed tests- concept only</td>
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<td>One-way analysis of variance. Exclude calculations for test for equality of variance and hand calculations for Tukey test</td>
<td>11.6</td>
<td>HLS 7: 12.1 ANOVA</td>
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<td></td>
<td>C.I. for population proportion: large samples only.</td>
<td>12.1</td>
<td>Excel Quiz 1</td>
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<tr>
<td></td>
<td>Determination of sample size</td>
<td></td>
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<td>HLS 8: 9.3 HT proportions (Z)</td>
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<td></td>
<td>Hypothesis test for population proportion: Large samples</td>
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<tr>
<td></td>
<td>Large samples (continued)</td>
<td>12.2</td>
<td>HLS 9: 9.2 HT prop. (p-value)*</td>
<td>(*HLS 9: 9.2 not on the HLS Quiz 1)</td>
</tr>
<tr>
<td></td>
<td>Hypothesis test for population proportion: Large samples</td>
<td>12.3</td>
<td>HLS 10:10.1 HT 2 proportions*</td>
<td>(*HLS 10: 10.1 not on the HLS Quiz 1)</td>
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<tr>
<td></td>
<td>Comparing two population props. - large independent samples.</td>
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<td></td>
<td>Catch up and Review</td>
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</table>
Week 3

Jun 20  *** HLS Quiz 1 on HLS lessons 9.3, 9.4, 9.5, 9.6, 10.2, 10.3, 10.4, and 12.1***
Certification on these HLS modules 1-8 is required to take the HLS Quiz 1.

Jun 20  *** Exam 1 – Regular classroom / time ***

Chi-Square test for independence/homogeneity 12.4  Excel Quiz 2
Exclude pooling of contingencies  
Chi-Square test: p-values using  
chi-square tables  
Bi-variate data & correlation 13.1  HLS12: 11.1 Scatter Plots & Corr
Covariance & Least Squares Line  
Simple linear regression, model assumptions, 13.2  HLS13: 11.2 Fit linear model
meaning of $s^2$
Simple linear regression: hypothesis test and 13.3  
C.I. for slope  
Coefficient of determination, danger of 13.4  
assuming causality. Exclude t-test for rho  
Download Excel CASE 4

Week 4

Estimation/Prediction 13.5  HLS 14: 11.3 Regression I
Residual analysis 13.6  HLS 16: 11.5 ANOVA regression
Multiple regression using Excel 14.1  HLS 15: 11.4 Multiple regression
Global F- test vs individual t-tests 14.2  Excel Quiz 3
Multicollinearity 14.3
Dummy variables. 14.4
Multiple Regression Cases and Examples
Step-wise Procedures, further residual analysis 14.4
Catch-up and review

Week 5

Jul 4  *** NO CLASS***
Jul 5  Excel Quiz 4
Jul 6  *** HLS Quiz 2 on HLS modules 9.2, 9.9, 10.1, 11.1, 11.2, 11.3, 11.4 and 11.5***
Certification on the HLS modules 9-16 is required to take HLS Quiz 2.
Jul 6  *** COMPREHENSIVE FINAL EXAM, regular classroom / time ***
Online Class Assignments schedule:

<table>
<thead>
<tr>
<th>HLS</th>
<th>Open From</th>
<th>Open Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLS1: 9.5 HT means (Z-value)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS2: 9.6 HT mean (t-value)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS3: 9.4 HT means (p-value)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS4: 10.2 HT 2 means (σ known)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS5: 10.3 HT 2 means (σ unknown)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS6: 10.4 Compare μ’s (dep. n)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS 7: 12.1 ANOVA</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>HLS 8: 9.3 HT proportions (Z)</td>
<td>Jun 6</td>
<td>Jun 18</td>
</tr>
<tr>
<td>DSCI3710 Excel 1 Quiz</td>
<td>Jun 16</td>
<td>Jun 19</td>
</tr>
<tr>
<td>HLS Online Quiz 1</td>
<td>Jun 19</td>
<td>Jun 22</td>
</tr>
<tr>
<td>DSCI3710 Excel 2 Quiz</td>
<td>Jun 23</td>
<td>Jun 26</td>
</tr>
<tr>
<td>DSCI3710 Excel 3 Quiz</td>
<td>Jun 26</td>
<td>Jun 29</td>
</tr>
<tr>
<td>9.2 Hypothesis Testing Proportions: P Value</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>9.9 Chi-Square Test for Association</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>10.1 Hypothesis Testing - Two Proportions (Large Independent Samples)</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>11.1 Scatter Plots and Correlation</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>11.2 Fitting a Linear Model</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>11.3 Regression Analysis I</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>11.4 Multiple Regression</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>11.5 ANOVA Regression</td>
<td>Jun 6</td>
<td>Jul 2</td>
</tr>
<tr>
<td>DSCI3710 Excel 4 Quiz</td>
<td>Jul 3</td>
<td>Jul 6</td>
</tr>
<tr>
<td>HLS Online Quiz 2</td>
<td>Jul 3</td>
<td>Jul 6</td>
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</tbody>
</table>

HLS modules certification is due by (11:59pm) of due date as “logged-in” on the WEB registration system. After completing a module in a COB lab, campus lab or done at home you should save the HLS certification code to your disk. You cannot enter certification codes by typing in the code. Late certifications are accepted, but at _50 % penalty (for a max. of 2.5 pts.). If you certify but are unable to register, send an Email with your certification code and describing the problem to your instructor within 24 hours of the system error. Any issue related to tardy/late submission of modules are to be taken care of within one week of their respective due dates. Please understand that such late certifications may result in your losing full score on the HLS Quizzes.

Excel Cases: Printed analysis results are required for completion of online quiz on each Excel case. Your grade on the Excel case is based on the quiz. Excel case details are available through the Blackboard, or on the UNT course page at [http://www.cob.unt.edu/itds/courses/dsci3710/](http://www.cob.unt.edu/itds/courses/dsci3710/) [OR: COB Web site > Departments > ITDS > Courses > DSCI Undergraduate > DSCI3710]. Each excel case is evaluated using a short quiz based on it, given using WEBTEST on the due date. The quiz contains 5 questions (5 points) and students need to use their own analysis printout to answer the questions.
**HLS Student Getting Started Directions**

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

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 DOWNLOAD and INSTALL THE HLS SOFTWARE AT HOME:** if you have a version from a prior term (direct links for download are on page 1 of this syllabus. You can use those or follow the instructions below)

1. Go to the HLS site and select the “Students” -> “Download the Software” link or go directly to [http://www.hawkeslearning.com/Support/Downloads.htm](http://www.hawkeslearning.com/Support/Downloads.htm)
2. Select “Business Statistics (all other titles or software only)” product from the drop down list.
3. Click on the “Student Complete Install for PC.” download option. (Release date: 07/17/2015, Version: 15.0.1; Release date: 10/24/2014, Version:3.8.6 for MAC) (Install for Mac if you have a Mac).
4. When prompted, save the Installer program to your Desktop folder.
5. After the file is saved to your desktop, double click on it to begin the installation. Please follow the prompts.

-If you do not have internet access, select “No, I will not be accessing an online progress report from this computer.”

**TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:**

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail) by clicking the “F1-Load From Disk” option and browsing to the path where you saved it. If you type or paste your access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid typing it each time.

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

1. If you have internet access and have entered your Hawkes Course ID (which is [UNTBSTAT](http://www.hawkeslearning.com/Support/Downloads.htm)), 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.
2. If you do not have internet access on the computer where the software is installed, you will need to enroll in your instructor’s gradebook by going to [www.hawkeslearning.com/UNTBSTAT](http://www.hawkeslearning.com/UNTBSTAT). After entering your Access Code, you will be prompted to 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/UNTBSTAT/Default.asp](https://course.hawkeslearning.com/UNTBSTAT/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 assignment