

## DSCI 3710.004– Fall 2014 – Syllabus

**CLASS (DAY/TIME/LOCATION):** T Th 5-6.20 PM BLB 070

**INSTRUCTOR:** Dr. Hakan Tarakci

**OFFICE:** BLB 358C

**PHONE:** 940-565-3116 (*always follow up with email*)

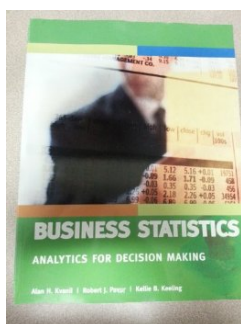
**E-MAIL:** [hakan.tarakci@unt.edu](mailto:hakan.tarakci@unt.edu) (preferred mode of contact)

**OFFICE HRS:** T Th 3.30-4.45 PM, or by appointment

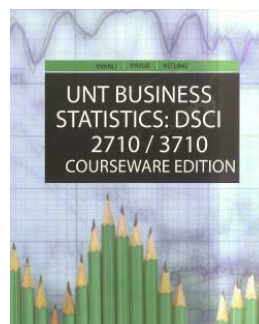
**COURSE WEB SITE(S):** <http://www.cob.unt.edu/itds/courses/dsci3710/dsci3710.htm>  
for course material and <https://learn.unt.edu/> for "clicker" registration

**REQUIRED BOOKS & SOFTWARE:** If you took DSCI2710 at UNT you can make use of the textbook and HLS software that you purchased for that course.

1. Use your Textbook from DSCI2710 - UNT Business Statistics: DSCI 2710/3710, Cengage Learning or get the new version of the textbook. See images below.



OR



2. **Hawkes Learning Systems: Business Statistics**, by James S. Hawkes, *Hawkes Learning Systems* (HLS), **2014/2015 Version (Release Date: 05/14/2014, Version: 10.1.0 - for PC; Release Date: 05/15/2014, Version: 3.8.5 – for MAC)**. Note: This software is **required** to complete the assignments that are equivalent to a portion of one take home exam.
3. **If you already purchased an earlier version of the HLS software for DSCI 2710 or DSCI 3710, you do not need to purchase new HLS software. You can use the same access code and update the software via the update option within your software and/or new download from HLS online.** Individual copies of the software are required to obtain the module certifications, and to take the online WEBTEST quizzes. See the **Student Getting Started Directions** page at the end of this syllabus. (@ **page # 11**). (Note: Hawkes Course ID is **"UNTBSTAT"**)
4. **Response Card RF-LCD 9781934931400, Author: Turning Point** - This is the "clicker" that we will be using in the classroom for interactive sessions. Non-credit and for-credit (i.e. 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/>**



**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, students 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 items 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 methodologies 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.

**CAMPUS CLOSING POLICY:** In the event of an official campus closing, please check your UNT e-mail account (EagleConnect) or the HLS notice system for instructions about how to turn in various assignments, how the due dates are modified, etc.

**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. Regular and punctual attendance for the **full** period of each class is expected (irrespective of whether roll calls are made or otherwise). 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 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. **Homework:** Homework is assigned and should be completed when due. While, only the HLS modules (tutorials), WEBTESTS and Quizzes on Excel cases are graded, **you are expected to read** and understand the relevant sections of the textbook. All reading material is testable, even if it is not emphasized in the lecture.
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 **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 but are hand-graded and have a 50% penalty.** Thereafter, the Excel case assignments receive no credit.
3. **Tutorial Exercises:** Tutorial exercises 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.** If there is any problem, exit HLS and then go to your course HLS Web site at <https://course.hawkeslearning.com/untbstatc/default.asp>, also accessible through the COB link: [http://www.cob.unt.edu/itds/courses/dsci3710/hls\\_homework.html](http://www.cob.unt.edu/itds/courses/dsci3710/hls_homework.html) (successive clicks through COB Web site > Departments > ITDS > Course Descriptions > Go to DSCI3710 and select Course Website > )

Late tutorial submissions receive only 50% credit, provided they are registered by **the last class day before the final**. No credit is awarded for any tutorial exercise completed after the last class day before the final. **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 11 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](mailto: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). See page 11 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>. In addition, there is a more detailed or full set of student directions that walk through the product completely on that page.

4. **Exams:** There is one in-class mid-term exam worth 200 points and a comprehensive in-class 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 will be used to substitute for the missed exam (as well as for the final exam). For each exam you will be allowed to use formula sheets, notes, textbooks, any calculator, and Tables. Each of the **two (50 points each) HLS quizzes** is a summary test of the modules completed prior to them. The quizzes can be done **only** on certification of these 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 cannot be considered weeks later and especially not during compilation of the final grades, at the end of the semester.

**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. **Grading:** The 16 HLS modules are worth a total of 80 points (@ 5 points each); The 4 online Excel case quizzes are worth a total of 20 points (@5 pts. each); The two online HLS module quizzes are worth a total of 100 points (@ 50 pts. each); The in-class mid-term exam is worth 200 points, and the departmental comprehensive final is worth 200 points.

**Point Allocation:**

Mid-term Exam	200
HLS Tutorials and Excel Quizzes (16*5 pts + 4*5pts)	100
Online HLS quizzes (2 * 50 pts)	100
Final Exam	<u>200</u>
<b>TOTAL:</b>	<b>600</b>

<b>Letter Grades:</b>	540+ = A
	480+ = B
	420+ = C
	360+ = D
	Below 360 = F

6. **Statistics Lab.** 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 they may encounter in attempting 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.

## DEPARTMENT, COLLEGE, and OTHER POLICIES

1. 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.

2. 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. Shailesh Kulkarni [-shailesh.kulkarni@unt.edu-](mailto:shailesh.kulkarni@unt.edu) (the course coordinator) and then the ITDS Department Chair (Dr. Mary Jones, [mary.jones@unt.edu](mailto:mary.jones@unt.edu) ), but **only after discussing it with your instructor**.
3. As a general rule, the course format requires **no make up exam** be given. The grade of "I" is not given except for rare and very unusual emergencies, as per University guidelines.
4. 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.
5. 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.
6. Students with Disabilities: The College of Business Administration complies with the **Americans with Disabilities Act** in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the "Act" and would like to request accommodation, please see your instructor as soon as possible. Office hours and phone number are shown at the top of this syllabus.
7. 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 (and any change thereof).
8. **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) / absences.
- 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 and the student must make up the exam within the first two (2) weeks of the following term. **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.

The next page is a 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.

**SETE (Student Evaluation of Teaching Effectiveness):**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class. Please participate and complete the SETE.

## DSCI 3710 – Topics

**NOTE: THE DATES BELOW ARE TENTATIVE. FOR THE MOST UP-TO-DATE INFORMATION, REFER TO HAWKES.**

**(HLS# means HLS: Business Statistics tutorials, HT means Hypothesis Testing.)**

Reading assignments (sections) refer to **the new online textbook but you can get the same material in the older 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.

<u>DATE</u>	<u>TOPICS</u>	<u>SECTIONS</u>	<u>HLS and Excel Assignments</u>
<b>Lesson Set 1</b>			<b>Dates assignments are covered in class – due dates are listed in HLS</b>
	Course policies		
	Hypothesis testing for population mean - large samples. <b>Exclude calculations of power and beta; concepts only</b>	10.1	<b>HLS: Obtain authorization code</b>
<b>Lesson Set 2</b>			
	One-tailed test for $\mu$ with large n	10.2	<b>HLS1: 9.5 HT means (Z-value)</b>
	Use of p-values	10.3	
<b>Lesson Set 3</b>			
	Hypothesis tests for population mean - small n, introduction to t-tables	10.4	<b>HLS2: 9.6 HT mean (t-value)</b>
	C.I. & hypothesis test for two populations means - large independent samples.	11.1-11.2	<b>HLS3: 9.4 HT means (p-value)</b>
			<b>HLS4: 10.2 HT 2 means (<math>\sigma</math> known)</b>
<b>Lesson Set 4</b>			
	C.I. & hypothesis test for two populations means - small independent samples. <b>Exclude hand calculation for DF with unequal variance case</b>	11.3	<b>HLS5: 10.3 HT 2 means (<math>\sigma</math> – unknown)</b>
	Paired (dependent) small samples from two populations.	11.5	<b>Download Excel 1 Assignment</b> <b>HLS6: 10.4 Compare <math>\mu</math>'s (dep. n)</b>
<b>Lesson Set 5</b>			
	F-test for two variances <b>right tailed tests- concept only</b>	11.4	<b>Download Excel 2 Assignment</b>
	One-way analysis of variance. <b>Exclude calculations for test for equality of variance and hand calculation for Tukey test</b>	11.6	<b>HLS 7: 12.1 ANOVA</b> <b>CASE 1: Comparing population Means - Excel Quiz 1 (Multicultural)</b>
	C.I. for population proportion: <b>large samples only</b> . Determination of sample size	12.1	<b>CASE 2: One-way ANOVA</b> <b>Excel Quiz 2 (Marketing / Management)</b>
	Hypothesis test for population proportion: Large samples		<b>HLS 8: 9.3 HT proportions (Z)</b>

<u>DATE</u>	<u>TOPICS</u>	<u>SECTIONS</u>	<u>HLS and Excel Assignments</u>
<b>Lesson Set 6</b>			
	Hypothesis test for population proportion: Large samples ( continued)	12.2	<b>HLS 9: 9.2 HT prop. (p-value)*</b> <b>(*HLS 9: 9.2 not on the HLS Quiz 1)</b>
	Comparing two population props. - large independent samples. Catch up and Review	12.3	<b>HLS 10:10.1 HT 2 proportions*</b> <b>(*HLS 10: 10.1 not on the HLS Quiz 1)</b>

**Oct 3<sup>rd</sup>, 2014– Last day to drop with approval of instructor and automatic W grade**

### **Lesson Set 7**

Catch up and Review (continued)

**Download Excel 3 Assignment**

**Th, Oct 9<sup>th</sup>**

**\*\*\*\*\* EXAM 1 \*\*\*\*\***

**Chap. 10 through 12**

Regular classroom. Regular time. Exam and answer key are returned in next class

**Take the online HLS 50 point Quiz (Due date: Oct 9<sup>th</sup>)**

**\*\*\* Quiz 1 on HLS modules 9.3, 9.4, 9.5, 9.6, 10.2, 10.3, 10.4, and 12.1 for 50 points \*\*\***

### **Lesson Set 8**

Chi-Square test for independence/homogeneity 12.4

**Exclude pooling of contingencies**

Chi-Square test: p-values using  
chi-square tables

**HLS 11: 9.9 Chi-sq. test for  
association**

Bi-variate data & correlation  
Covariance & Least Squares Line

13.1

**HLS12: 11.1 Scatter Plots & Corr**

### **Lesson Set 9**

Simple linear regression, model assumptions,  
meaning of  $s^2$  13.2

**HLS13: 11.2 Fit linear model  
CASE 3: Chi-Square test -  
Excel Quiz 3 (Marketing)**

Simple linear regression: hypothesis test and  
C.I. for slope 13.3

Coefficient of determination, danger of  
assuming causality. **Exclude t-test for rho** 13.4

**HSL 14: 11.3 Regression I**

<u>DATE</u>	<u>TOPICS</u>	<u>SECTIONS</u>	<u>HLS and Excel Assignments</u>
<b>Lesson Set 10</b>			
	Estimation/Prediction	13.5	
	Residual analysis	13.6	
	Multiple regression: <b>using Excel</b>	14.1	<b>HLS 15: 11.4 Mult regression</b>
	Global F- test vs individual t-tests	14.2	<b>HLS 16: 11.5 ANOVA regression</b> <b>Download Excel 4 Assignment</b>

<b>Nov 3<sup>rd</sup>: Last day for a student to drop a course with the consent of the instructor.</b>
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<b>Lesson Set 11</b>		
	Multicollinearity	14.3
	Dummy variables.	14.4
	Multiple regression <b>using Excel</b>	

<b>NO CLASS ON NOV 11<sup>TH</sup></b>
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<b>Lesson Set 12</b>		
	Multiple Regression Cases and Examples	<b>CASE 4: Multiple Regression - Excel Quiz 4 (Real-Estate)</b>
	Step-wise Procedures, further residual analysis	14.4
	Catch-up and review	

<b>Lesson Set 13</b>		
	Catch-up and review	

<b>NO CLASS ON NOV 25<sup>TH</sup> AND 27<sup>TH</sup></b>
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<b>Lesson Set 14</b>		
	Catch-up and review	

<p><b>Take the online HLS 50 point Quiz (Due date: Dec 4<sup>th</sup>)</b></p> <p><b>*** Quiz 2 on HLS modules 9.2, 9.9, 10.1, 11.1, 11.2, 11.3, 11.4 and 11.5 for 50 points***</b></p>
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<b>** COMPREHENSIVE FINAL EXAM: DEC 9<sup>TH</sup>, TUE, 5-6.15 PM IN BLB 070 **</b>
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**Assignment Due dates: Online registration due dates for the HLS: Business Statistics (HLS) Modules are shown in your HLS Progress Report. All modules are due by 11:59 pm of the slated due date.**

( 16 x 5 pts. = 80 pts )

<u>No.</u>	<u>Module #</u>	<u>Module Name</u>
1	9.5	Hyp. test for $\mu$ (Z-value)
2	9.6	Hyp. test for mean (t-value)
3	9.4	Hyp. test for $\mu$ (p-value)
4	10.2	Comparing two means (sigma known)
5	10.3	Comparing two means (sigma unknown)
6	10.4	Comparing means (depend n)
7	12.1	ANOVA
8	9.3	Hyp. test for proportions (Z-value)

**HLS Quiz #1 (covering modules 1-8, Hyp. Test to ANOVA)**

9	9.2	Hypothesis test for proportions (p-value)
10	10.1	Comparing 2 proportions (large independent samples)
11	9.9	Chi-sq. test for association
12	11.1	Scatter plots and Correlation
13	11.2	Fit linear model
14	11.3	Regression analysis I
15	11.4	Multiple Regression
16	11.5	ANOVA regression

**HLS Quiz #2 (covering modules 9-16)**

Due: Oct 9<sup>th</sup>

Due: Dec 4<sup>th</sup>

Module registration 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. No late modules are taken after **the last class day before the final.**

**Quizzes: 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: 4 x 5 pts. = 20 pts.**

<u>No</u>	<u>Topic</u>
Excel CASE 1	Comparing population Means (Multicultural)
Excel CASE 2	1 way ANOVA (Marketing/ Management)
Excel CASE 3	Chi-Square test (Marketing)
Excel CASE 4	Multiple Regression (Real-Estate)

**Due Date**

Check your HLS  
Progress Report for  
Due Dates

**Excel case details are available through the Excel page on our course Web site at**

<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. Make-up quizzes are only given if arranged with your instructor. **Late Excel cases are hand-graded with a maximum of 50% credit.** The maximum of 2.5 points is obtainable providing the entire case analysis is complete and correct.

**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 DOWNLOAD and INSTALL THE HLS SOFTWARE AT HOME: use the update option instead if you have a version from a prior term**

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>
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. (Install for Mac if you have a Mac). (**Release date: 05/14/2014, Version: 10.1.0**)
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.
6. When prompted for the **Hawkes Course ID** enter [UNTBSTAT](#) in the box provided.  
**-If you do not have internet access**, select the option that says “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](#)), 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> 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 credit for the assignment.**