

**University of North Texas
G. Brint Ryan College of Business
Information Technology and Decision Sciences**

Course Information:

DSCI 2710: Data Analysis with Spreadsheets

Class Structure: 16-week in-person course

Course materials may not be recorded, shared, or uploaded online. This includes, but is not limited to, Zoom calls, instructor videos, and any and all instructional materials. If a student creates a recording without the written permission of the instructor, disciplinary action will be taken.

Instructor Information

Instructor: Professor Jennifer Lyles

Office hours: By appointment on Zoom

Zoom link: <https://unt.zoom.us/my/professorlyles>Email: Please include DSCI 2710 & section in the subject line: Jennifer.Lyles@unt.edu (preferred) – or use inbox in Canvas

I will generally reply to emails within 48 hours. Please allow more time during the break.

Required Materials**Hawkes Learning Systems (HLS):** *Discovering Business Statistics* - Software access includes the eBook.

A printed book is not required. Use the Hawkes Single Sign-On link (in the Hawkes Learning Module in Canvas) to purchase. You will have 20 days of free, temporary access to Hawkes to troubleshoot any purchasing issues. DO NOT WAIT until your temporary access ends to attempt purchasing. If you took DSCI 2710 previously and have an access code for the above product, then you can reuse it.

For questions or technical issues with Hawkes, connect directly to their Tech Support Team via LiveChat (<http://chat.hawkeslearning.com>) or phone (1-800-426-9538) (M-F 7am-9pm CST)

Canvas: Lecture notes, Excel case quizzes, exams, and other materials will be posted on Canvas.

Please read your announcements and check your email regularly.

Excel, available in the College of Business computer lab: <https://myuntlab.unt.edu/>

Course Requirements and Grading

Key Graded Components

- HLS Lessons: 12 lessons, Completed via Hawkes Learning. 2 points of extra credit per module for on-time submission (up to 24 total).
- Excel Case Quizzes: 7 quizzes. Case-based Excel analysis with comprehension quizzes in Canvas.
- Exams: Exams on Canvas. The second exam is not cumulative. **Optional comprehensive final may replace a missed or low exam grade.** You are required to take two exams unless a written medical or other UNT-approved excuse is provided.
- Case Study Application Report: Business case report using Excel. Evaluated for data analysis and written communication. Peer reviews are 10% of grade, and late submissions will forego the points, as peer reviews will not be assigned to late submissions.
- Late Penalty:
 - Excel assignments and case report: -5% per day, maximum -10%
 - HLS: No extra credit after late submission, No credit after the corresponding exam
- *Note: If you wish to withdraw from the course, you have the responsibility for properly withdrawing before the scheduled last drop day. If you stop attending class, execute the drop procedure or failure to do so will result in a grade of "F" which cannot be changed.*
- Please refer to the Grade Calculator in Canvas in the "Syllabus" Module, which will allow you to keep track of your points. NEVER TRUST CANVAS to accurately convey your overall grade or total points in the course.

Your final letter grade will be determined based on the following point distribution:

≥ 900 points (or ≥ 90%) → A
≥ 800 points (or ≥ 80%) → B
≥ 700 points (or ≥ 70%) → C
≥ 600 points (or ≥ 60%) → D
< 600 points (or below 60%) → F

Point Allocation:	
Exam #1	125
Exam #2	125
HLS Lessons	300
Case Study Report	100
Excel Case Quizzes	350
	1000

Course Description and Philosophy

This course introduces fundamental concepts of business statistics and spreadsheet-based analysis using Microsoft Excel. Students will learn how to analyze and interpret data, apply statistical tools, and solve real-world problems to inform business decision-making.

Students will develop confidence using quantitative techniques, become proficient in data analysis using Excel, and learn how business analytics supports professional decision-making.

Learning Outcomes

Upon completion of this course, you will be able to:

- Apply Excel tools to summarize and analyze numerical data
- Select appropriate statistical methods for solving business problems
- Interpret statistical results in the context of business decisions
- Communicate findings using appropriate charts, formulas, and terminology
- Understand foundational concepts in business analytics and decision sciences
- Demonstrate mastery of applied statistics concepts through HLS, as well as practical Excel-based assignments

Other Important Policies and Resources

Technical Assistance

Part of working in the canvas environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT Help Desk: <https://aits.unt.edu/support/>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130 –

Monday - Friday from 8:00 AM until 5:00 PM for walk-in support,

8:00 AM to 9:00 PM for over-the-phone and email/chat support,

Saturday - Sunday for phone/remote support from 11:00 AM until 3:00 PM.

Laptop Checkout: <https://library.unt.edu/services/laptop-checkout/>

Students with Disabilities

The G. Brint Ryan College of Business in cooperation with UNT and the Office of Disability Accommodation, complies with the Americans with Disabilities by making reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA 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 with each faculty member prior to implementation in each class.

For additional information see the ODA Website: disability.unt.edu

.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. Scott Hamilton, the course coordinator, but **only after first discussing it with your instructor.**

Incomplete (I): An “I” will only be considered for documented emergencies during the last week of class and if you have completed at least 70% of coursework

Campus closing: If UNT Denton closes, Frisco closes as well. However, there may be times when Frisco experiences an event that requires only Frisco to shut down. Please read your email and check your announcements. Information about campus closures can be found here: <https://policy.unt.edu/policy/15-006>

Course Evaluations: The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short 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. Five points extra credit will be awarded for providing proof of completion. In addition, there will be an anonymous mid-semester survey that is worth five bonus points.

Academic Integrity:

Academic dishonesty (plagiarism, cheating, unauthorized collaboration, or misrepresentation of work) will result in a failing grade on the assignment or exam and will be reported to the UNT Dean of Students. For more, see: <https://vpaa.unt.edu/fs/resources/academic/integrity>

Software Monitoring:

You may be asked to explain or reproduce your work to confirm authenticity. If your submissions do not reflect your own understanding, your grade may be adjusted. As long as you submit your own work, you will not have any issues.

Ethical Academic Behavior in ITDS Classes

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

You are expected to read and understand UNT's policy on academic integrity

(<https://vpaa.unt.edu/ss/integrity/index.html>), and student conduct - <https://policy.unt.edu/policy/07-012>

UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
- The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.