DSCI 2710.401: Data Analysis with Spreadsheets
Spring 2026 – Syllabus

CLASS (DAY/TIME/LOCATION): UNT Internet Course
INSTRUCTOR: Mofid Nakhaei, PhD, PE
E-MAIL: mofid.nakhaei@unt.edu
OFFICE HRS: Tue 3:30 PM - 5:30 PM via Zoom (at https://unt.zoom.us/j/6870093705)

INSTRUCTIONAL ASSISTANT: Chaitra Neha Pulletikurthi
E-MAIL: ChaitraNeha.Pulletikurthi@unt.edu
OFFICE HRS: Mon 4:00 PM - 9:00 PM via Zoom https://unt.zoom.us/j/82902114045
Meeting ID: 829 0211 4045

REQUIRED SOFTWARE

- **CANVAS:** The lecture notes, Excel case files, case quizzes, exams, and other material will be posted on Canvas.
- **EXCEL:** Installed in the College of Business computer lab.
- **REQUIRED COURSEWARE:** *Discovering Business Statistics* by Quinton Nottingham and James S. Hawkes; ISBN: 978-1-64277-510-5 (Software + eBook + Textbook). Software access includes the eBook. The hardbound book is not required.

- **COURSE WEBSITE(S)**: You will be using the material on Hawkes Learning for this course. The software access code is **required** to complete the assignments on Hawkes (HLS Modules):
    - If you took DSCI 2710 previously and have an access code **for the above product**, then you can **reuse** it.
    - If you need to purchase access, you may do so either from the UNT Official Bookstore or through your Hawkes Learning account. To purchase through Hawkes, click the Hawkes Single Sign-On link in the Hawkes Learning module through Canvas and click the Activate button on your dashboard.

For a full tutorial of the Hawkes Learning website, watch the following video:
http://tv.hawkeslearning.com/VideoPlayerSingle.htm?PlayerID=5062857235001

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

GOALS

At the end of the course, you should:

1. have an increased appreciation for the use of statistics in business decision-making,
2. be better able to select the appropriate statistical tool/methodology to aid in business decision-making,
3. be able to use a computer spreadsheet program such as Excel to describe and analyze numerical data,
4. be better able to communicate in the language of applied business statistics,
5. have acquired a more positive attitude towards 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,
8. have a much better vision of how analytics are used in analysis and business decisions,
9. understand more about the job/career potential of Analytics and Decision Sciences.
10. **Think about becoming a Decision Sciences Major!**

TEACHING METHOD

- You 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.
- You should **study** the material in the PowerPoint slides. You are strongly encouraged to try to independently solve the problems included in the lecture slides, not simply verify that the provided solutions "make sense".
- You should **work** on the Hawkes Assignments and Excel Case Quizzes, which are intended to assist you in better structuring the learning time you spend on mastering the course material. Exam questions will mostly refer to these assigned exercises. The best way to prepare for exams is to go over the practice exams posted on Canvas.

EVALUATION

1. **Hawkes Assignments:** Homework using the **Hawkes Learning: Discovering Business Statistics** is assigned. The due dates are listed on this syllabus under HAWKES ASSIGNMENTS. Credit for the homework is applied upon demonstration of mastery in the "Certify" section of the Hawkes Learning portal. **There is no partial credit awarded for a homework that does not demonstrate mastery.** Late homework submissions still receive full credit, provided they are completed **by the end of day on May 08, 2026.** However, no bonus points are earned (two extra credit points per module). No credit is awarded for any homework completed after this date.

2. **Excel Case Quizzes/Case Study:** Projects involving the use of Excel to analyze business data are assigned. These are an important part of the course grade and include a dataset and an online quiz in Canvas to verify your Excel case comprehension and apply your knowledge on that quiz. There will be one business case study where students will be expected to conduct their own analysis using provided data in a spreadsheet. This will satisfy the Communication component for university accreditation. **Late homework submissions still receive full credit, provided they are completed by the end of day on May 08, 2026.**

3. **Exams:** There will be two exams in the course. Both exams should be taken online on Canvas. Each exam will be available on Canvas from 11:00 am to 11:00 pm on the exam day. You will have 75 minutes to finish the exam from the time you begin it. You will not be allowed to continue after 11:00 pm so plan accordingly. More details on the online exams will be posted on Canvas.

   There will be no make-up exams, except in case of excused absences recognized by the University of North Texas (observation of religious holiday, military service, or wherein a student is representing the university in an official capacity such as athletics or band). Medical emergencies may be considered but must be documented by a medical professional.

4. **Grading:** Course point allocations will be as below:

Hawkes Assignments	300 (25 points each)
Excel Case Quizzes	350 (50 points each)
Proof of work (items with an asterisk in the HAWKES ASSIGNMENTS section)	100
Exam 1	125
Exam 2	125
TOTAL	1,000

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

   $\geq$ 900 points (or $\geq$ 90%) $\rightarrow$ A

   $\geq$ 800 points (or $\geq$ 80%) $\rightarrow$ B

   $\geq$ 700 points (or $\geq$ 70%) $\rightarrow$ C

   $\geq$ 600 points (or $\geq$ 60%) $\rightarrow$ D

   $<$ 600 points (or below 60%) $\rightarrow$ F

6. **Extra Credit:** Each Hawkes assignment that you finish on time earns you 2 extra credit points. That means a student who finishes all assignments on time will receive 24 points in addition to the 300 points for Hawkes assignments. These extra credit points are added to your total, but the maximum score is still out of 1,000 points.

GENERAL COMMENTS

1. This course is an Introductory Statistics equivalence with the state of Texas (MATH 1342 THECB approval ID: 27.0501.51 19) and involves collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and

regression, confidence intervals and hypothesis testing. Understand that critical thinking, analysis, and evaluation are key to the format of this course.

2. 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.
3. You should not hesitate to send questions to me (Dr. Nakhaei) or the Instructional Assistant.
4. Regular monitoring of the course material posted on Canvas is expected. There will be no make-up if you miss any of the 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.
5. **Since the assignments and exams are done in online environments (Hawkes and Canvas), we reserve the right to test you further on your submissions during the semester. We could randomly check your knowledge on the topics and see how you answered the assignments. If it is your work, you will NOT have any issues. Only students who plagiarize will be reported to the Dean of students for further actions. Remember, anything you submit to the class should be your work and you should be able to explain the answer and repeat/show the process again when questioned.**
6. **Generative AI (GenAI) Policy:** In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like [e.g., Claude, ChatGPT, and Gemini] is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the Student Academic Integrity policy (https://policy.unt.edu/policy/06-003).
7. You have the final responsibility for seeing that you properly withdraw before the scheduled last drop day, in case you wish to withdraw from the course.

DEPARTMENT, COLLEGE, and OTHER POLICIES

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. Scott Hamilton (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 of Disability Access 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 was 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. 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 won’t be able to pass, please drop the course.

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

MODULES

	Topics and Sections in Text	HLS Lesson
Module 1	Data Classifications Frequency Distributions Graphical Displays of Quantitative Data	2.3 Chapter 3 Review Read Chapters 2-3
Module 2	Measures of Location and Dispersion Data Subsetting Proportions Measures of Association Between Two Variables	4.1 4.2 Chapter 4 Review (4.3-4.7) Read Chapter 4
Module 3	Time Series Components Simple Moving Averages	Chapter 15 Review Read Chapter 15.1 - 15.2
Module 4	EXAM #1	
Module 5	Normal Distribution Standard Normal Distribution Continuous Random Variables	Chapter 7 Review 7.4
Module 6	Continuous Random Variables Distribution Random Samples and Sampling Distributions	8.2 Chapter 8 Review (8.1, 8.4) Read Chapter 8.1-4
Module 7	Interval Estimation of Population Mean (σ Known and σ Unknown)	9.1 9.2 Read Chapter 9.1 - 9.2
Module 8	EXAM #2	

HAWKES ASSIGNMENTS

Refer to EVALUATION in page 2 of this syllabus for the Hawkes assignments submission due date and the bonus point policies. Before you start the first assignment on Hawkes, you need to see the VIDEO: Hawkes Learning Homework Walkthrough in the Hawkes Learning module through Canvas. You can also find the Hawkes Learning Statistical Tables in the same module.

Note: Items marked with an asterisk below require submission of calculations on Hawkes.

Number	Hawkes Assignment	Due Date
1	2.3 Data Classifications	01/22/2026
2*	Chapter 3 Review	01/29/2026
3*	4.1 Measures of Location	02/05/2026
4*	4.2 Measures of Dispersion	02/12/2026

5*	Chapter 4 Review	02/26/2026
6*	Chapter 15 Review	03/05/2026
7*	Chapter 7 Review	03/26/2026
8*	7.4 The Standard Normal Distribution	04/02/2026
9	Chapter 8 Review	04/09/2026
10*	8.2 The Distribution of the Sample Mean and the Central Limit Theorem	04/16/2026
11*	9.1 Estimating the Population Mean, Sigma Known	04/23/2026
12*	9.2 Estimating the Population Mean, Sigma Unknown	04/30/2026

CASE QUIZZES

- 1 – Pivot Tables and Frequency Distributions
- 2 – Merging Datasets (VLOOKUP) & Descriptive
- 3 – Forecast / Time Series Analysis
- 4 – Case Study (Written Communication)
- 5 – If Formulas
- 6 – Filtering and Sample Distribution
- 7 – Statistical Excel Functions

EXAMS

- EXAM 1 – March 05, 2026
- EXAM 2 – April 30, 2026