



Data Analysis with Spreadsheets

DSCI 2710.407 – Online

Instructor Contact

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Tutor Lab information

Website: <https://cob.unt.edu/lab/tutor>
Physical Location: BLB 011
IA zoom link: <https://unt.zoom.us/j/81295971339>

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:** Installed in the College of Business computer lab.
- **COURSE WEBSITE(S):** You will use Hawkes Learning materials for this course. To access Hawkes, click the Hawkes Single Sign-On link through Canvas in the Hawkes Learning Module.
- **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 previously and have an access code **for the above product**, you can **reuse** it.

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>) 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, you should:

- i. have an increased appreciation for the use of statistics in business decision-making,
- ii. be better able to select the appropriate statistical tool/methodology to aid in business decision-making,
- iii. be able to use a computer spreadsheet program such as **Excel** to describe and analyze numerical data,
- iv. be better able to communicate in the language of applied business statistics,
- v. have acquired a more positive attitude toward business statistics,

- vi. be able to manipulate simple statistical formulae to solve non-verbal (numerical) problems,
- vii. have an enhanced ability to follow directions and instructions,
- viii. have a much better vision of how analytics are used in analysis and business decisions,
- ix. understand more about the job/career potential of analytics and Decision Sciences.
- x. **Think about becoming a Decision Sciences Major!**

TEACHING METHOD:

- You are encouraged to pay attention to commercials and news items in print and 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 in the lecture slides, not simply verify that the provided solutions “make sense.”
- 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. 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:

To demonstrate your ability to use quantitative techniques in business, you will be evaluated on a number of homework assignments, Excel case studies, and exam questions. Rather than being purely numerical, exam and case problems will be presented in word format. Many Hawkes Learning (HLS) lesson assignments will also be presented in word format. You will work on Excel case studies that require you to use an Excel spreadsheet to analyze and describe real-world business data. These evaluation instruments will reinforce the course objectives by simulating real business problems and using the language of statistics.

GENERAL COMMENTS

- 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.

- 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. You should not hesitate to ask questions of me or the industrial assistant.
- You 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 will result in a “F” grade, which cannot be changed.

DSCI 2710 COURSE- SPECIFIC POLICIES:

1. **HLS Lessons:** Homework using the **Hawkes Learning: Discovering Business Statistics** is assigned. The due dates for the **HLS lessons** are listed on this syllabus. These form a significant part of the course grade and **must be completed by the due date** to receive full credit points, as well as bonus points (two extra credit points per module). Credit for the homework is applied upon the demonstration of mastery in the “Certify” section of the Hawkes Learning portal and there is no partial credit awarded for the homework that does not demonstrate mastery. **For each Hawkes Learning homework, after the due date is passed, 5% will be deducted each day, and after 2 weeks from the due date of the homework, you won’t receive any credit for the homework.**
2. **Case Quizzes:** Projects using Excel to analyze business data are assigned. These are an important part of the course grade. For each case assignment, a data set will be provided. These case assignments will use Excel. There will be eight (8) online quizzes 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 analyze using the provided data in a spreadsheet. This will satisfy the Communication component for university accreditation. **The due date of the Case Quizzes won’t be extended**, and you should treat them as hard due dates. **Late submissions will have 5% taken off the grade per day.**
3. **Exams:** There will be two noncumulative exams. All exams will be available on Canvas and **will use Lockdown browser+webcam**. Students are required to take both exams. For each exam, you will be given a short period of time (typically about 48 hours), in which you will need to be ready to take the timed exam. More details on the online exams will be posted on Canvas. During exams, students are permitted to use approved resources detailed by the instructor during the course. No other notes or assistance are permitted. In particular, smartphones, searching the internet, and using artificial intelligence are prohibited

4. **Grading:** The 12 HLS lessons are worth a total of 300 points (25 pts each); The 8 Excel case assignments are worth a total of 400 points (50 pts each), and the course exams offer a total of 300 points (150 pts each)

Course Point Allocation:

Exam #1	150
Exam #2	150
HLS Lessons (Hawkes Learning)	300 (25 points each)
Excel case Quizzes	400 (50 points each)
TOTAL	1,000

5. **Letter Grades:** If you achieve the following thresholds, you are **guaranteed** to receive the letter grade listed next to them:
- ≥ 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
6. **Communication:** All course-related emails must include **DSCI 2710-407 <subject>** in the subject line. This triggers an alert to draw your instructor's attention to your email. You should expect a response within 48 hours. Emails that don't follow the convention will be missed.
7. **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. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: <http://eagleconnect.unt.edu/>
8. **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. **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 both exams **via lockdown browser + webcam** unless:
 - Emergency: A written medical or other UNT-approved excuse is provided through the Dean of Students' office.

There will be no makeup exam for Exam I and II, and Exam II grade will only be considered for Exam I if the above conditions apply.

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. **ADA Accommodation:** 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 Accommodations 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 required for all UNT-organized classes. This short Web-based survey will be available at the end of the semester/session, allowing you to comment on how this class is taught. I am very interested in the feedback I get from students as I work to improve my teaching continually. SPOT is an important part of your participation in this class.
7. **Incomplete Grade (I):** The grade "I" is not given except for rare and unusual emergencies, per university guidelines. An "I" grade cannot be used to substitute for your poor performance in class. Per guidelines, you must pass

the course at the decision-making point. If you won't be able to pass, please drop the course.

8. **Emergency Notification & Procedures:** UNT uses Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

References and Cross References

[UNT Policy 06.003, Student Academic Integrity](#)

[UNT Policy 06.035, Academic Freedom & Academic Responsibility](#)

[UNT Policy 06.039, Student Attendance and Authorized Absences](#)

[UNT Policy 16.001, Disability Accommodation for Students and Academic Units](#)

[UNT Policy 16.005, Prohibition Against Sexual Misconduct and Retaliation](#)

DSCI 2710 – Topics

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

(HLS# means HLS: Business Statistics tutorials)

For important add/drop etc. dates, see <http://registrar.unt.edu/registration/spring-registration-guide>

Week	Topics	Assignments Due
Week 1	Syllabus Review HLS 2.3	HLS: Obtain authorization Code HLS 2.3 – Sunday, 8/30, by 11:59 pm.
Week 2	HLS Chapter 3 Review Case Quiz 1 – Pivot Tables	HLS Chapter 3 review & Case Quiz 1 – Sunday, 8/30, by 11:59 pm.
Week 3	HLS 4.1	HLS 4.1 – Sunday, 9/6, by 11:59 pm.
Week 4	HLS 4.2 Case Quiz 2 – View Filter / Subtotal	HLS 4.2 & Case Quiz 2 – Sunday, 9/13, by 11:59 pm.
Week 5	HLS Chapter 4 Review Case Study – Business Dashboard	HLS 4 review & Case Study – Sunday, 9/20, by 11:59 pm.
Week 6	HLS Chapter 5 Review	HLS 15 review – Sunday, 9/27, by 11:59 pm.
Week 7	Study Week Case Quiz 3 – Vlookup / Xlookup	Case Quiz 3 – Sunday, 10/4, by 11:59 pm.
Exam I – 10/10 @ 12 am through 10/11 @ 11:59 pm		

Week 9	Case Study - Application	Case Study – Sunday, 10/18, by 11:59 pm.
Week 10	HLS Chapter 7 Review	HLS 7 review – Sunday, 10/25, by 11:59 pm.
Week 11	HLS 7.4 Case Quiz 4 – IF Logic Operations	HLS 7.4 & Case Quiz 4 – Sunday, 11/1, by 11:59 pm.
Week 12	HLS Chapter 8 Review	HLS 8 review – Sunday, 11/8, by 11:59 pm.
Week 13	HLS 8.2 Case Quiz 5 – Statistical Functions	HLS 8.2 & Case Quiz 5 – Sunday, 11/15, by 11:59 pm.
Week 14	HLS 9.1	HLS 9.1– Sunday, 11/22, by 11:59 pm.
Week 15	HLS 9.2 Case Quiz 6 – Time Series Forecasting	HLS 9.2 & Case Quiz 6 – Sunday, 12/6, by 11:59 pm.
Week 16	Thanksgiving Break	Happy Thanksgiving
Exam II – 12/5 @ 12 am through 12/6 @ 11:59 pm		