

Data Analysis with Spreadsheets

DSCI 3710.501: Monday/Wednesdays 5:30 – 9:20 pm

Instructor Contact

Name: Sharmin Hanifiashar

Office Location: BLB 309

Office Hours: Online and by appointment only

Email: sharmin.hanifiashar@unt.edu

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. acquire a positive attitude toward business statistics and how it is relevant for your future coursework and decision-making,
- iii. be better able to read, understand, and communicate in the language of applied business statistics,
- iv. be better able to select the appropriate statistical tool/methodology to aid in business decision-making for your future coursework and future job,
- v. be able to use appropriate statistical formulae to solve problems,
- vi. be more capable of using a computer to describe and analyze numerical data,
- vii. have an enhanced ability to use quantitative methods for business decision-making.

TEACHING METHOD:

- 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.
- Students will be required to complete modules in Hawkes Learning Systems (HLS): Discovering Business Statistics 2e. This process is intended to help students make more efficient use of their time in learning how to solve problems.
- The use of spreadsheets in analyzing business data will be stressed.
- You should work on the homework assignments (HLS lessons and quizzes). The Hawkes Learning quizzes and the Hawkes Learning lessons are intended to assist you in better structuring the learning time you spend mastering the course material. The best way to prepare for exams is to go over the practice exams posted on Canvas.

EVALUATION:

To demonstrate their ability to use quantitative techniques in business, students will complete the tutorials and quizzes (Hawkes Learning Systems: Discovering Business Statistics 2e) 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. You should not hesitate to ask questions from me (professor Hanifiashar)
3. Regular monitoring of the course material posted on Canvas is expected.
4. Students are responsible for seeing that they properly withdraw before the scheduled last drop day if 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), Exams, and Quizzes are graded, all reading material is testable, even if it is not emphasized in the lecture.
2. **Tutorial Exercises:** Tutorial exercises, also called modules and lessons 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 and bonus points (two extra credit points per module). After completing 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. To get the credit for an HLS lesson, you need to complete the “Certify” section of that lesson. If there is any problem, exit HLS and then go to your course HLS Web site at learn.hawkeslearning.com. Late tutorial submissions still receive full credit, provided they are registered by the end of the day on **Friday, June 26th, 2024**; however, no bonus points are earned. No credit is awarded for any tutorial exercise completed after this date. 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 8 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. 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). See the last page of this syllabus for a full set of HLS instructions. You can also download (save) a comprehensive set of instructions directly from the HLS website 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.
3. **Quizzes: Two (50 points each) Online HLS quizzes** are a summary test of the modules completed before them. For these Online HLS quizzes, you get unlimited attempts. 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, especially not during the compilation of the final grades at the end of the semester. 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. You can select the appropriate Online HLS Quiz from the Select a Test Menu. 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 runs for the assigned time allotted

for the quiz. If you log off before completing the Quiz, you will receive either a -0- or partial credit for your completed portion. Therefore, get everything you need BEFORE opening the Quiz.

4. **Exams:** There are one mid-term exam and one comprehensive final exam. Each one is worth **250 points**. **Both of these exams will be available on Canvas.** No make-up exams are given; however, if a student misses the first 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). Each exam will be an open book, open notes, open laptop, etc. You only get one attempt for each exam.
5. **Attendance:** This class will monitor attendance, and students will receive one (1) bonus point for attending each session. These extra credit points are added to your total, but the maximum score is still out of 1,000 points.
6. **Grading:** The 16 HLS modules are worth a total of 400 points (@ 25 points each); The 2 HLS quizzes are worth a total of 100 points (@50 pts. each); The mid-term exam and the final exam are worth 250 points each. Course Point Allocation:

Mid-term Exam	250
HLS Tutorials (16*25 pts)	400
HLS Quizzes (2*50 pts)	100
Final Exam	250
TOTAL	1,000

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

≥ 900 points → A
≥ 800 points → B
≥ 700 points → C
≥ 600 points → D
< 600 points → F

8. **Communication:** All course-related emails must include **DSCI 3710-501 <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.
9. **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/>

10. **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 must take all exams **in person** unless a written medical or other UNT-approved excuse is provided through the Dean Of Students office. 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. **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 3710 – 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 (M – 6/24) (W – 6/26)	Syllabus Review, HLS – 10.1, 10.2 HLS – 10.3, 11.1	HLS: Obtain authorization Code
Week 2 (M – 7/1) (W – 7/3)	HLS – 11.2, 11.3 HLS – 12.1, 12.3	HLS 10.1, 10.2, 10.3, 11.1, 11.2, 11.3, 12.1, 12.3 are due Sunday July 7th @ 11:59 pm
HLS Quiz 1 is due on Sunday, July 7th by 11:59pm Quiz 1 on HLS modules 10.1, 10.2, 10.3, 11.1, 11.2, 11.3, 12.1, and 12.3 for 50 points		
Week 3 (M – 7/8) (W – 7/10)	Exam I (In person) & HLS – 10.5 HLS – 11.4, 16.3	
Week 4 (M – 7/15) (W – 7/17)	HLS – 13.1, 13.3 HLS – 14.1, 14.2	
Week 5 (M – 7/22) (W – 7/24)	HLS – 14.5 Exam II – In Person	HLS 10.5, 11.4, 16.3, 13.1, 13.3, 14.1, 14.2, 14.5 are due Friday July 26th @ 11:59 pm
HLS Quiz 2 is due on Friday, July 26th by 11:59pm Quiz 2 on HLS modules 10.5, 11.4, 16.3, 13.1, 13.3, 14.1, 14.2, and 14.5 for 50 points		

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 ENROLL IN YOUR INSTRUCTOR'S GRADEBOOK:

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.

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/UNTDBS/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 full credit for the assignment.