DSCI 2710.005 Data Analysis with Spreadsheets – Wintermester 2019/20 - Syllabus

CLASS (DAY/TIME): NOT APPLICABLE (ONLINE SECTION)
INSTRUCTOR: Dr. Valarie J. Bell
OFFICE: BLB 365D. PHONE: (630) 853-4089 (TEXT ONLY)
OFFICE HRS: Tuesdays 1-3 pm & Thursdays 10 am - Noon in office/zoom; By appointment
E-MAIL: Valarie.Bell@unt.edu

REQUIRED SOFTWARE:
Canvas: Course Materials will be in Canvas as well as at Hawkes Learning website (see below)

Excel, installed in the College of Business computer lab.

Hawkes Learning: Discovering Business Statistics by Nottingham. Note: This software is required to complete the assignments that are equivalent to a portion of one take home exam. Your personal access code to the software is required to obtain the lesson certifications. The software is available online (web access) and available for purchase at www.hawkeslearning.com. Software access includes the eBook.

HLS Student Web Platform: http://www.hawkeslearning.com/
HLS Web Access: https://learn.hawkeslearning.com/Portal/

REQUIRED TEXTBOOK (e-book: required; hardbound: optional):

IMPORTANT: When you purchase the Hawkes access code, you also get free access to the digital version of the textbook. This is probably cheaper than buying the digital textbook through the bookstore. Unless you want the hard copy of the textbook, I'd recommend simply purchasing the Hawkes code.

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:
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 job/career potential of analytics and Decision Sciences.
10. Think about becoming a Decision Sciences Major!

TEACHING METHOD:

1. You are encouraged to pay attention to commercials and news items in printed 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.

2. 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”.

3. You should work on the homework assignments (HLS lessons and other materials). 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 take the practice quizzes under "Practice" for each assigned reading's chapter.

EVALUATION:
To demonstrate your ability to use quantitative techniques in business, you will be evaluated on a number of homework assignments, quizzes, and exams. Many Hawkes Learning (HLS) lesson assignments will be presented in word format.

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. You are encouraged to keep up with the homework and meet the submission deadlines.

2. You should not hesitate to ask questions to me, (the professor, Dr. Bell). Bear in mind there are also Statistics and Excel resources in a Canvas module called, "RESOURCES MODULE."
important for an online class.

3. Regular monitoring of the course material posted on Canvas is expected. There will be no make-up if you miss any of the mid-term 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.

4. 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 to do so will result in a grade of “F” 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 registered in the Hawkes courseware (on the Web) by the due date to receive full credit. No LATE ASSIGNMENTS/LESSONS WILL BE RECEIVED AFTER THEIR DUE DATES WITHOUT AN EXCUSE FROM THE OFFICE OF THE DEAN OF STUDENTS. NO EXCEPTIONS.

2. Excel Quizzes: I will use an online quiz on Canvas to test your Excel comprehension. Each quiz can be taken only one time.

3. Exams: There will be three exams but no comprehensive final exam. All exams will be available through Canvas. For each exam you will be given a short period of time (typically about 40 hours), in which you will need to find a 75 minute period to take the timed exam. More details on the online exams will be posted on Canvas. Strict but hidden security measures are embedded in each exam to prevent cheating and other forms of academic fraud. Opening another browser window, navigating to a non-test browser window, opening a second browser, or using a smart phone, a tablet/iPad, or second computer to look up answers to questions will be detected and result in a failing grade for the exam and an academic fraud incident report being submitted to the department chair, College of Business Dean, and university Provost.

4. Grading: The 20 HLS lessons are worth a total of 400 points (@ 20 points each); The quizzes are worth a total of 400 (10 quizzes worth 30 points each); The three exams are worth a total of 300 points (@100 each).

<table>
<thead>
<tr>
<th>Course Point Allocation:</th>
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<tbody>
<tr>
<td>Exam #1</td>
<td>100</td>
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<tr>
<td>Exam #2</td>
<td>100</td>
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<tr>
<td>Exam #3</td>
<td>100</td>
</tr>
<tr>
<td>HLS Lessons (Hawkes Learning)</td>
<td>400 (20 points each)</td>
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<tr>
<td>Excel Quizzes</td>
<td>300 (30 points each)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,000 possible total points</strong></td>
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4. Letter Grades: If you achieve the following thresholds on the next page, 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

5. **Extra Credit:** No extra credit will be given as this 3-week course only provides sufficient time for the required coursework.

6. **Tutoring Lab (BLB 011).** This is available for students seeking additional help. The purpose of the lab is to assist students to overcome difficulties with statistics problems. It is not meant to be an extensive tutoring service. Hours will be posted on Canvas. In addition, since this is an online class, we have a dedicated teaching assistant whom you will be able to reach through online chat and who will hold office hours online.

**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. Nick Evangelopoulos (the course coordinator) and then the ITDS Department Chair Dr. Leon Kappelman, 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 for Disability Accommodation 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 is 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 think you will not be able to complete the class, please drop the course.

8. **CAMPUS CLOSING:** In the event of an official campus closing, please check your UNT e-mail (EagleConnect) for instructions on how to turn in assignments, how the due dates are modified, etc.
### DSCI 2710 – 800 Online Section Schedule: Wintermester 2019-2020

The schedule below is a firm schedule for the term. I STRONGLY recommend you adhere to the schedule below AS ALL DUE DATES MUST BE MET. This way, you should progress at a reasonable, sustainable pace & be able to keep up with the Homework, Quiz, & Exam dates.

<table>
<thead>
<tr>
<th>No.</th>
<th>HLS Lesson</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>2.5 - 2.6 Levels of measurement</td>
<td>12/22</td>
</tr>
<tr>
<td>2</td>
<td>3.3 Graphical displays: pie charts, bar graphs</td>
<td>12/23</td>
</tr>
<tr>
<td>3</td>
<td>3.5 Graphical displays: line graphs, histograms, stem-and-leaf</td>
<td>12/23</td>
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<tr>
<td>4</td>
<td>4.1 Measures of location</td>
<td>12/23</td>
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<tr>
<td>5</td>
<td>4.2a Measures of dispersion</td>
<td>12/23</td>
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<tr>
<td>6</td>
<td>4.2b Constructing samples</td>
<td>12/23</td>
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<tr>
<td>7</td>
<td>5.1 Classical probability</td>
<td>12/30</td>
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<tr>
<td>8</td>
<td>6.1 Discrete random variables</td>
<td>1/2</td>
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<tr>
<td>9</td>
<td>6.5 The Binomial distribution (word problems)</td>
<td>1/2</td>
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<tr>
<td>10</td>
<td>6.6 The Poisson distribution</td>
<td>1/3</td>
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<tr>
<td>11</td>
<td>7.3a Reading a normal curve (z) table</td>
<td>1/7</td>
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<tr>
<td>12</td>
<td>7.3b The normal distribution</td>
<td>1/7</td>
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<tr>
<td>13</td>
<td>7.3c Finding the value of z</td>
<td>1/7</td>
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<tr>
<td>14</td>
<td>8.3 Sampling distributions: means</td>
<td>1/8</td>
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<tr>
<td>15</td>
<td>9.1 Estimating means: sigma known</td>
<td>1/8</td>
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<tr>
<td>16</td>
<td>9.4b Estimating means: sigma unknown</td>
<td>1/8</td>
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<tr>
<td>17</td>
<td>17.3b Statistical quality control: R charts</td>
<td>1/9</td>
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<tr>
<td>18</td>
<td>17.3a Mean charts using range</td>
<td>1/9</td>
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<tr>
<td>19</td>
<td>17.4 p-charts</td>
<td>1/9</td>
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<tr>
<td>20</td>
<td>A.14 c-charts</td>
<td>1/9</td>
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</tbody>
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**Exams & Quizzes:**
- Exam 1, Quizzes 1-4, Chs. 1-4, 1/6
- Exam 2, Quizzes 5-6, Chs. 5-6, 1/10
- Exam 3, Quizzes 7-9, 17, A.14, Chs. 7-9, 17, 1/10

### IMPORTANT NOTES:

1. Since Hawkes' slightly adjusts sections' titles, follow the Section # & not the name.
2. ALL ASSIGNMENTS (LESSONS), QUIZZES, & EXAMS ARE DUE BY 11:59PM ON THEIR RESPECTIVE DUE DATES.
3. AN ASSIGNMENT IS NOT CONSIDERED COMPLETE UNTIL YOU HAVE GONE THROUGH THE CERTIFY/CERTIFICATION STEP. NO EXCEPTIONS.
4. ALL QUIZZES WILL BE POSTED IN CANVAS. QUIZZES CONSIST OF 10 MULTIPLE CHOICE &/OR TRUE-FALSE QUESTIONS. As soon as quizzes and exams are made available you are permitted to take those whenever you like (including early) so long as you take them by 11:59 pm on their due dates.
5. The Assignments/Lessons not posted above as well as each of the Chapter Reviews are considered bonus extra credit. I strongly urge you to do those reviews as they will help you well prepare for the quizzes & exams. **These exercises/assignments are worth 10 points each.**