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**DSCI 3710 – 003 – Spring 2012 – Syllabus  
Business Statistics II**

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*“Victory won't come to me unless I go to it” - by Moore*

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OFFICE: <b>BLB - 323- A</b>	OFFICE PHONE: <b>940-565-3062</b>
CLASS HOURS : <b>Wed. 6:30 pm - 9:20 pm</b>	Room: <b>BLB 080</b>
OFFICE HOURS: <b>Wed. 2:00 pm - 3:30 pm, 30 minutes immediately following each class, and by appointment.</b>	

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**REQUIRED BOOKS & SOFTWARE:** If you took DSCI2710 at UNT you can make use of the textbook and HLS software that you purchased for that course.

1. Use your Textbook from DSCI2710 - UNT Business Statistics: DSCI 2710/3710, Cengage Learning.
2. **Hawkes Learning Systems: Business Statistics**, by James S. Hawkes, *Hawkes Learning Systems (HLS), FALL 2010 Version*. Note: This software is required to complete the assignments that are equivalent to a portion of one take home exam. **If you already purchased an earlier version of the HLS software for DSCI 2710 or DSCI 3710, you do not need to purchase new HLS software. You can use the same access code and update the software via the update option within your software and/or new download from HLS online.** Individual copies of the software are required to obtain the module certifications, and to take the online WEBTEST quizzes. See the **Student Getting Started Directions** page at the end of this syllabus. (@ page # 10). (Note: Hawkes Course ID is **“UNTBSTAT”**)

**Optional Books:** Any Excel Primer - Most of you had an Excel reference in BCIS 2610 that will suffice.

**GOALS:** At the end of the course, students will

1. have an increased appreciation for the use of statistics in business decision making,
2. acquire a positive attitude toward business statistics and how it is relevant for your future coursework,
3. be better able to communicate in the language of applied business statistics,
4. be better able to select the appropriate statistical tool/methodology to aid in business decision making for your future course work and future job,
5. be able to use appropriate statistical formulae to solve problems,
6. be more capable of using a computer to describe and analyze numerical data,
7. have an enhanced ability to use quantitative methods for business decision making.

**TEACHING METHOD:**

1. 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.
2. Students will observe and actively participate in the working of problems found in the textbook. In addition, students will be required to complete modules in **Hawkes Learning Systems (HLS): Business Statistics**. This process is intended to help students make more efficient use of their time in learning how to solve problems.
3. Students are required to participate in class discussions on statistical methodologies applied to non-trivial cases in various areas of business. The use of spreadsheets in analyzing business data will be stressed.
4. Students are required to complete tutorial assignments and computer projects.

## **EVALUATION:**

To demonstrate their ability to use quantitative techniques in business, students will complete the tutorials (**Hawkes Learning Systems: Business Statistics**), analyze real business data for class cases using Excel 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.

**CAMPUS CLOSING POLICY:** In the event of an official campus closing, please check your UNT e-mail account (EagleConnect) for instructions about how to turn in various assignments, how the due dates are modified, etc.

## **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. Students should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class everyone can benefit from the question.
3. Regular and punctual attendance for the **full** period of each class is expected (irrespective of whether roll calls are made or otherwise). Absences and tardiness are likely to cause you to miss the presentation of significant material and this may result in a lower grade. The mid-term exam or the quizzes may be missed only if 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. Students have the final responsibility for seeing that they properly withdraw before the scheduled last drop day, in case 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), WEBTESTS and Quizzes on Excel cases are graded, **you are expected to read and understand the relevant sections of the textbook.** All reading material is testable, even if it is not emphasized in the lecture.
2. **Excel Cases:** Projects involving the use of Excel to analyze business data are assigned. These are an important part of the course grade that is graded via an online **Quiz** that is available in the HLS software using WEBTEST on the dates they are due. **Late Excel Cases are accepted by the next class period after the quiz but are hand-graded and have a 50% penalty.** Thereafter, the Excel case assignments receive no credit.
3. **Tutorial Exercises:** Tutorial exercises 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. On completion of 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.** If there is any problem, exit HLS and then go to your course HLS Web site at <http://www.hawkeslearning.com/UNTBSTAT/> , also accessible through the COB link: [http://www.cob.unt.edu/itds/courses/dsci3710/hls\\_homework.html](http://www.cob.unt.edu/itds/courses/dsci3710/hls_homework.html) (successive clicks through COB Web site > Departments > ITDS > Course Descriptions > Go to DSCI3710 and select Course Website > )

Late tutorial submissions receive only 50% credit, provided they are registered by the **last class day before the final**. No credit is awarded for any tutorial exercise completed after the last class day before the final. *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 at <http://www.hawkeslearning.com/webcodeform/makacode.asp> . If you previously purchased the software and lost your code you should send an Email to HLS customer service at [codes@hawkeslearning.com](mailto: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 - formerly MSCI2710 or MSCI3710). See the attached sheet for a full set of HLS instructions. You can also download a copy from web site by going to: <http://www.hawkeslearning.com/Support/InstallationInstructions.aspx>. In addition, there is a more detailed or full set of student directions that walk through the product completely on that page.*

4. **Exams:** There is one in-class mid-term exam worth 200 points and a departmental comprehensive final worth 200 points. The **department final exam is scheduled as listed at the end of this syllabus. Please check for the time and location of your exam later.** No make up exams are given, however, if a student misses the first in-class 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). For each exam you will be allowed to use formula sheets, notes, textbooks, any calculator, and Tables.

Each of the two HLS quizzes is a summary test of the modules completed prior to them. The quizzes can be done **only** on certification of these component/ prerequisite modules. Late registration of the modules may disable you from the HLS Quizzes. 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 and especially not during compilation of the final grades, at the end of the semester.

**Taking Online Excel and HLS Quizzes:** 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. From the Select a Test Menu you can select the appropriate Excel Quiz, Practice HLS Quiz, or Online HLS Quiz. 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 is running for the assigned time allotted for the Quiz. If you log off before completing the Quiz/Exam, you will receive either a -0- or partial credit for what portion you did complete. Therefore get everything you need **BEFORE** opening the Quiz.

5. **Grading:** The 16 HLS modules are worth a total of 80 points (@ 5 points each); The 4 online