DSCI 3710.001 – Business Statistics with Spreadsheets
Fall 2019 – Syllabus

CLASS (DAY/TIME/LOCATION): Tues & Thrs 12:30PM-1:50PM  BLB 070
INSTRUCTOR: Dr. Yasaman Amirkiaee
OFFICE: BLB 379H
OFFICE HRS: Tues-Wed-Thrs 10:30-11:30 am, or by appointment
E-MAIL (preferred): SeyedeYasaman.Amirkiaee@unt.edu

REQUIRED SOFTWARE:
Minitab 17, installed in the College of Business computer lab. As UNT students enrolled in a COB class, you have access to the physical COB computer lab, as well as the virtual lab via VMWare. This software is installed in the BLB lab and YOU DO NOT BUY THIS SOFTWARE = Use the BLB Computer lab if needed.

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 (HLS Modules). Your personal access code to the software is required to obtain the lesson certifications, and to take the online WEBTEST quizzes. The software is available online (web access) and available for purchase at www.hawkeslearning.com.

Software access includes the eBook. Hardbound book not required unless you want it. If you took DSCI 2710/3710 and have an access code for the above product, then you can reuse it.

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

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

IF YOU ARE LESS FAMILIAR WITH EXCEL:
Any Excel Primer – Any Excel reference that covers material similar to our BCIS 2610 course.

LEARNING 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 and decision making,
3. be better able to read, understand and 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. You are encouraged to pay attention to the lectures and actively be involved in the tasks that are
   assigned during the class. For the participation, you need to use iclicker via app or web. The
   instruction for using iclicker will be given in the class. You are also required to have a laptop in
   the class, most of the time (you can either bring your personal laptop or check out from BLB
   computer lab). Please make sure that you have Excel on your laptop. I strongly recommend not
   using google online spreadsheets, as they do not have all the functions we need in the class.

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 Excel/Minitab 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.

4. All reading materials are testable, even if it is not emphasized in the lecture.

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/Minitab and answer exam questions based on short data analysis situations.
Wherever possible, rather than being purely numerical, problems will be presented in word format.
Many Hawkes Learning System (HLS) lesson assignments will also be presented in word format.
You will work on Excel/Minitab case studies that require you to use a spreadsheet to analyze and
describe real-world business data.

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. **HLS Lessons (Tutorial Exercises):** Tutorial exercises, also referred to as modules and homework, 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 as well as bonus points (two extra credit points per module). If you complete a lesson working offline and using your locally installed version of HLS software, you should **save the HLS certification code to your disk/flash drive and upload it by the due date.** If you are connected to the internet the module will register automatically. Always double-check that you have received credit by going to your progress report by visiting [http://www.hawkeslearning.com](http://www.hawkeslearning.com) > Student sign-in.

   Late tutorial submissions still receive full credit, provided they are registered by the **end of day on December 14, 2019;** however, no bonus points are earned. **No credit is awarded for any tutorial exercise completed after this date. No credit is awarded for any HLS lesson completed after the date above.**

   *If you previously purchased the software and lost your code you should send an Email 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 (e.g. DSCI2710 or DSCI3710). You can download (save) instructions on how to get started and use HLS from their web site: [http://www.hawkeslearning.com/Support/InstallationInstructions.htm](http://www.hawkeslearning.com/Support/InstallationInstructions.htm). There is a full set of student directions that walk through the product completely on that page. **See page 10** of this syllabus for a full set of HLS instructions.

2. **Excel/Minitab Cases:** Projects involving the use of **Excel** or **Minitab** 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. **For each Excel Quiz, you will get two attempts and the highest one will count.** Note: If you miss any Excel Quizzes or get a low score in one, I may replace that low or zero score with 50% of the maximum quiz score.

   **Taking Online Excel 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. 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.**

3. **Exams:** There is **one** in-class **mid-term** exam and **one comprehensive** in-class **final** exam. The final exam is scheduled as listed at the end of this syllabus. Please check for the time and location of your exam later in case anything changes. No make-up exams are given; however, if a student misses the first in-class exam (with an appropriate University approved excuse) the final will be used to substitute for the missed exam (as well as for the final exam). Each exam will be open book, open notes, open laptop. For each exam, bring your notes/laptops, calculator, any tables that apply and your Student ID. **You cannot get any use of your cellphone on the exams.**

4. **Grading:** The 16 HLS modules are worth a total of 400 points (@ 25 points each); The 4 online Excel case quizzes are worth a total of 200 points (@50 pts. each); The mid-term exam and the comprehensive final exam are worth 200 points each.  

<table>
<thead>
<tr>
<th>Point Allocation:</th>
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<tbody>
<tr>
<td>Mid-term Exam</td>
<td>200</td>
</tr>
<tr>
<td>HLS Tutorials (16*25 pts)</td>
<td>400</td>
</tr>
<tr>
<td>Online Excel quizzes (4 * 50 pts)</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>1,000</strong></td>
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</tbody>
</table>

5. **Letter Grades:** If you achieve the following thresholds below, 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

7. **Tutoring Lab (BLB 011 & Online).** This is available for students seeking additional help. Hours and venue will be announced in class and posted to the course website. The purpose of the lab is to assist students to overcome difficulties they may encounter in attempting statistics problems. It is not meant to be an extensive tutoring service. Hours will be announced in class and/or posted on the course website.

**DEPARTMENT, COLLEGE, and OTHER POLICIES**

1. **ENROLLMENT:** To be eligible for enrollment in upper level business courses, students must have satisfied **all** of the following requirements:
   a) A 2.70 grade point average
   b) Completion of 45 hours of the pre-business course work,
   c) Completion of **DSCI 2710** or equivalent a grade of C or better. **DSCI 2710** requires **MATH 1100 and 1190** as well **BCIS 2610**. In addition, students are required to have completed: Accounting 2020 with grade “C” or better and Economics 1100.

   If you are a business major (including business undecided or pre-accounting majors) enrolled in upper level business courses and do not meet these requirements, please drop the upper level courses.
immediately in order to receive a refund of your tuition. If you choose not to drop, the Dean's office will administratively cancel your enrollment in those courses. In that event, you will not receive a tuition refund.

2. **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. Hakan Tarakci hakan.tarakci@unt.edu (the course coordinator) and then the ITDS Department Chair (Dr. Leon Kappelman, leon.kappelman@unt.edu), but only after discussing it with your instructor.

3. **EXAMS:** You are required to take all exams, unless a written medical excuse is provided. In that case, you should discuss the alternative arrangements with your instructor. Please have a picture ID in your possession when taking all exams. As a general rule, the course format requires no make up exam be given.

5. **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](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 referred to the Dean of Students for appropriate disciplinary action. If a student is caught cheating, he or she will be immediately removed from the class with a "WF" grade. To be reinstated, the student must provide substantial evidence to the contrary in a hearing held in the Dean of Students Office, University of North Texas.

6. **STUDENTS WITH DISABILITIES:** The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the "Act" and would like to request accommodation, please see your instructor as soon as possible.

7. **DEADLINES:** Dates of drop deadlines, final exams, etc., are published in the university catalog and can be found here: [https://registrar.unt.edu/registration/fall-registration-guide](https://registrar.unt.edu/registration/fall-registration-guide). Please be sure you keep informed about these dates

8. **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.

7. **CELL PHONES:** As a courtesy to your instructor and to your fellow classmates, you are asked to set your cell phone to vibrate, or switch it off. In case of a personal emergency, if you must use your cell phone, you are asked to step out of the classroom.

8. **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.

9. **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.

10. **COURSE DISMISSAL:** A student can be dismissed from the course with a grade of "WF" for reasons of unsatisfactory progress. Some grounds for unsatisfactory progress are as follows:
   i. The student has more than 10 missed assignments (such as Excel or HLS) without justification.
   ii. The student misses (providing no reason)/ or is caught cheating on an examination.
   If a student is suspected of unsatisfactory progress, the instructor will first issue a warning (oral or written) to the student. Upon issuance of the warning, the student has three (3) actual days to provide evidence supportive of the student’s position. For any missed exam the following evidence will be accepted as tenable excuse: (*) Written and valid doctor's excuse for illness, (*) Inability to reach class due to inclement weather (i.e. ice and/or snow, flooding, etc.), or (*) Valid UNT sponsored
event (must provide signed reference from head of sponsoring department.) If the student provides satisfactory evidence, the instructor will reinstate him or her into the class.

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

Emergency Evacuation Procedures for Business Leadership Building:

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact on or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, wests of parking lot 24.

The following syllabus is a tentative outline for the semester. It is meant to be a guide and several items are subject to change. Exams and quizzes may be moved to better accommodate any changes in class pace. Certain topics may be stressed more or less than indicated.

**DSCI 3710 – Topics**

*(HLS# means Hawkes Learning Systems Lessons/Tutorials, HT means Hypothesis Testing.)*

NOTE: the dates below are tentative. For the most up-to-date information, refer to hawkes and canvas.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
<th>HLS and Excel Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Dates assignments are covered in class – due dates are listed in HLS</td>
</tr>
</tbody>
</table>
| Week 1 (Aug 26-Sep 1) | Course policies  
Introduction of hypothesis testing  
Hypothesis Testing Means: z Value | HLS: Obtain authorization code  
HLS1: 10.4a HT means (Z-value) |
| Week 2 (Sep 2-8) | Hypothesis Testing Means: t Value  
Hypothesis Testing Means: P Value | HLS2: 10.4b HT mean (t-value)  
HLS3: 10.4c HT means (p-value) |
<p>| Week 3 (Sep 9-15) | Hypothesis Testing - Two Means Sigma Known | HLS4: 11.1 HT 2 means (σ known) |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hypothesis Testing - Two Means Sigma Unknown</td>
<td>HLS5: 11.2 HT 2 means (σ –unknown)</td>
</tr>
<tr>
<td>Hypothesis Testing - Two Means (Dependent Samples)</td>
<td>HLS6: 11.3 Compare μ’s (dep. n)</td>
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<tr>
<td><strong>Week 4 (Sep 16-22)</strong></td>
<td></td>
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<tr>
<td>Introduction of ANOVA</td>
<td></td>
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<tr>
<td>One-way analysis of variance.</td>
<td>HLS 7: 12.2-12.4 ANOVA</td>
</tr>
<tr>
<td><strong>Week 5 (Sep 23-29)</strong></td>
<td></td>
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<tr>
<td>Hypothesis Testing Proportions: z Value</td>
<td>HLS 8: 10.7a HT proportions (Z)</td>
</tr>
<tr>
<td><strong>Week 6 (Sep 30-Oct 6)</strong></td>
<td></td>
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<tr>
<td>Hypothesis Testing for One Proportion: P Value</td>
<td>HLS 9: 10.7b HT prop. (p-value)</td>
</tr>
<tr>
<td><strong>Week 7 (Oct 7-13)</strong></td>
<td></td>
</tr>
<tr>
<td>Comparing two population props. - large</td>
<td>HLS 10: 11.4 HT 2 proportions</td>
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<tr>
<td>independent samples.</td>
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<tr>
<td>Catch up and Review</td>
<td></td>
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<tr>
<td><strong>Week 8 (Oct 14-20)</strong></td>
<td></td>
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<tr>
<td>Catch up and Review</td>
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</tr>
</tbody>
</table>

**Thursday, OCT 17, 2019**

****** EXAM 1 ******

Regular classroom. Regular time. Exam and answer key are generally returned in next class.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td><strong>Week 9 (Oct 21-27)</strong></td>
<td></td>
</tr>
<tr>
<td>Chi-Square test for independence/homogeneity</td>
<td>HLS 11: 15.3 Chi-sq. test for association</td>
</tr>
<tr>
<td>Chi-Square test: p-values using</td>
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</tr>
<tr>
<td>Chi-square tables</td>
<td></td>
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<tr>
<td><strong>Week 10 (Oct 28-Nov 3)</strong></td>
<td></td>
</tr>
<tr>
<td>Scatter Plots and Correlation</td>
<td>HLS12: 4.8 Scatter Plots &amp; Corr</td>
</tr>
<tr>
<td><strong>Week 11 (Nov 4-10)</strong></td>
<td></td>
</tr>
<tr>
<td>Simple linear regression, model assumptions, meaning of $s^2$</td>
<td>HLS13: 13.1-13.5 Fit linear model</td>
</tr>
<tr>
<td><strong>Week 12 (Nov 11-17)</strong></td>
<td></td>
</tr>
<tr>
<td>Simple linear regression: hypothesis test and C.I. for slope</td>
<td>HSL 14: 13.8 Regression I</td>
</tr>
<tr>
<td>Coefficient of determination, danger of assuming causality.</td>
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<tr>
<td><strong>Week 13 (Nov 18-24)</strong></td>
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<tr>
<td>Estimation/Prediction</td>
<td>HLS 15: 14.5a Multi regression</td>
</tr>
<tr>
<td>Residual analysis</td>
<td></td>
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<tr>
<td>Dummy variables</td>
<td></td>
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<tr>
<td>Multiple regression <strong>using Excel</strong></td>
<td></td>
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</tbody>
</table>

7
<table>
<thead>
<tr>
<th>Week 14 (Nov 25-Dec 1)</th>
<th>HLS 16: 14.5b ANOVA regression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global F- test vs individual t-tests</td>
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</tbody>
</table>

**Week 15 (Dec 2-6)**
Catch up and Review

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**Finals Week (Dec 7-13)**

<table>
<thead>
<tr>
<th><strong>Thursday, Dec 12, 2019</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPREHENSIVE FINAL EXAM</strong></td>
</tr>
<tr>
<td>Exam will be 75 minutes and held from 10:30 am to 11:45 am in the regular classroom.</td>
</tr>
</tbody>
</table>

Please, pay attention to exam start time!!
Assignment Due dates: Online registration due dates for the HLS: Business Statistics (HLS) Modules are shown in your HLS Progress Report or HLS (view course) page. All modules are due by 11:59 pm of the slated due date.

(16 x 25 pts. = 400 pts)

<table>
<thead>
<tr>
<th>No.</th>
<th>Module #</th>
<th>Module Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.4a</td>
<td>Hyp. test for μ (Z-value)</td>
<td>Sep 22nd</td>
</tr>
<tr>
<td>2</td>
<td>10.4b</td>
<td>Hyp. test for μ (t-value)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10.4c</td>
<td>Hyp. test for μ (p-value)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>11.1</td>
<td>Comparing two means (sigma known)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11.2</td>
<td>Comparing two means (sigma unknown)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11.3</td>
<td>Comparing means (depend n)</td>
<td></td>
</tr>
</tbody>
</table>

Excel Assignment Quiz #1: Comparing population means (Multicultural)

<table>
<thead>
<tr>
<th>No.</th>
<th>Module #</th>
<th>Module Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>12.2-12.4</td>
<td>ANOVA</td>
<td>Oct 20th</td>
</tr>
<tr>
<td>8</td>
<td>10.7a</td>
<td>Hyp. test for proportions (Z-value)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10.7b</td>
<td>Hypothesis test for proportions (p-value)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11.4</td>
<td>Comparing 2 proportions</td>
<td></td>
</tr>
</tbody>
</table>

Excel Assignment Quiz #2: 1 way ANOVA (Marketing/Management)

<table>
<thead>
<tr>
<th>No.</th>
<th>Module #</th>
<th>Module Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>15.3</td>
<td>Chi-sq. test for association</td>
<td>Nov 10th</td>
</tr>
<tr>
<td>12</td>
<td>4.8</td>
<td>Scatter plots and Correlation</td>
<td></td>
</tr>
</tbody>
</table>

Excel Assignment Quiz #3: Chi-Square test (Marketing)

<table>
<thead>
<tr>
<th>No.</th>
<th>Module #</th>
<th>Module Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>13.1-13.5</td>
<td>Fit linear model</td>
<td>Dec 5th</td>
</tr>
<tr>
<td>14</td>
<td>13.8</td>
<td>Regression analysis I</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>14.5a</td>
<td>Multiple Regression</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>14.5b</td>
<td>ANOVA regression</td>
<td></td>
</tr>
</tbody>
</table>

Excel Assignment Quiz #4: Multiple Regression (Real-Estate)

Module registration is due by (11:59pm) of due date as “logged-in” on the WEB registration system. After completing a module in a COB lab, campus lab or done at home you should save the HLS certification code to your disk. You cannot enter certification codes by typing in the code.

Late certifications are accepted for full credit but no bonus points. No submissions are accepted after Dec 14, 2019.

Excel case details are available through the Excel page on our course Web site at https://course.hawkeslearning.com/UNTDBS/ wherein you can go to: My Tools > Course Materials > Excel Assignments

Each excel case is evaluated using a short quiz based on it, given using WEBTEST on the due date. The quiz contains 5 questions (50 points) and students need to use their own analysis printout to answer the questions. You get two attempts and the higher grade counts.

Any issues related to on time completion or credit for the modules, online quizzes, and exams should be resolved with the instructor within one week of their respective due dates. Such issues cannot be considered days later and especially not during compilation of the final grades, at the end of the semester.
TO GET THE ACCESS CODE FOR YOUR COURSE:
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 DOWNLOAD and INSTALL THE HLS SOFTWARE AT HOME: use the update option instead if you have a version
from a prior term(direct links for download are on page 1 of this syllabus. You can use those or follow the instructions below)
1. Go to the HLS site and select the “Students” -> “Download the Software” link or go directly to
2. Select “Business Statistics (all other titles or software only)” product from the drop down list.
3. Click on the “Student Complete Install for PC.” download option. (Release date: 07/17/2015, Version: 15.0.1);
4. When prompted, save the Installer program to your Desktop folder. Download an install any update files too.
5. After the file is saved to your desktop, double click on it to begin the installation. Please follow the prompts.
6. When prompted for the Hawkes Course ID enter UNTDBS in the box provided.
   -If you do not have internet access, select “No, I will not be accessing an online progress report from this computer.”

TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:
1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail)
   by clicking the “F1-Load From Disk” option and browsing to the path where you saved it. If you type or paste your
   access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid
   typing it each time.

TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK:
1. If you have internet access and have entered your Hawkes Course ID (which is UNTDBS), 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.
2. If you do not have internet access on the computer where the software is installed, you will need to enroll in your
   instructor’s gradebook by going to www.hawkeslearning.com/UNTDBS. After entering your Access Code, you
   will be prompted to 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.