

Syllabus – Fall 2008

DSCI3710: Business Statistical Analysis

“No one can become really educated without having pursued some study in which he (she) took no interest” – T. S. Eliot.

Instructor	: Muhammad M. Hossain	Section/Semester	: 002 / Fall 2008
Email	: Muhammad.Hossain@unt.edu	Day/Time	: M 6:30pm – 9:20pm
Office / Tel	: BA 233 / (940) 369 – 8715	Room	: CURY 203
Office Hours	: M 5:00pm – 6:30pm or by appointment.		

REQUIRED BOOKS & SOFTWARE

Several book options are listed so that if you took DSCI2710 in the last year you can make use of the materials from that course in the most economically manner we could arrange with the publisher.

1. **Textbook – Any of the Following:**

- a. **UNT Business Statistics: DSCI 2710/3710**, Thomson Learning / Cengage Learning, ISBN: 0324614055. This is for students taking DSCI2710 in Summer 2008 or later. Further reference to this textbook will be made as **KPK-Current**.
 - b. **DSCI 3710 Business Statistics Online Access f/UNT**, Thomson Learning / Cengage Learning, ISBN: 0324614047. This is for students that took DSCI2710 in Spring 2008. Further reference to this textbook will be made as **KPK-Online**.
 - c. **Introduction to Business Statistics, 6e – paperback copy with QC appendix chapter**, by Kvanli/Pavur/Keeling (KPK), Thomson publishing. This is for students that took DSCI2710 in Fall 2007. Further reference to this textbook will be made as **KPK-Old**.
2. **Hawkes Learning Systems: Business Statistics** by James S. Hawkes, *Hawkes Learning Systems (HLS), FALL 2008 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 it for DSCI 2710 or DSCI 3710, you can use the same access code. In such case, you do not need to purchase new HLS software.** Individual copies of the software are required to obtain the module certifications and to take the online WEBTEST quizzes.

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.

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 COBA 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 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 COBA link: <http://www.coba.unt.edu/itds/courses/dsci3710/dsci3710.htm> (successive clicks through COBA Website > Departments > ITDS > Go to Course Descriptions > Go to DSCI3710 and select Course Website > HLS REGISTER & HELP > CLICK AND REGISTER).

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. 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 MSC12710 or MSC13710).* See the attached sheet for a full set of HLS instructions. You can also download (save) a copy from our web site by going to: http://www.hawkeslearning.com/PC_manuals.htm. 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.

5. **Taking Online Excel and HLS Quizzes:** To take a quiz in HLS, do the following:
 - a. Open the software as usual and select Web Test at the bottom of the page. This will open the Web Test area.
 - b. Select Take Test on the left side of the page.
 - c. When a new window opens, select Assigned Test and OK.
 - d. 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.
 - e. Once you select the Begin Test button the clock is running for the assigned time allotted for the Quiz.

Note: If you log off before completing the Quiz/Exam, you will receive either a 0 (zero) or partial credit for what portion you did complete. Therefore, get everything you need BEFORE opening the quiz.

6. **Grading:** The 16 HLS modules are worth a total of 80 points (@ 5 points each); the 4 online Excel case quizzes are worth a total of 20 points (@5 pts. each); the two online HLS module quizzes are worth a total of 100 points (@ 50 pts. each); the in-class mid-term exam is worth 200 points, and the departmental comprehensive final is worth 200 points.

Point Allocation:	
Mid-Term Exam	200
HLS Tutorials and Excel Quizzes (16*5 pts + 485 pts)	100
Online HLS Quizzes (2*50 pts)	100
Final Exam (Cumulative)	200
TOTAL	600

Letter Grades:

- 540+ = A
- 480+ = B
- 420+ = C
- 360+ = D
- Below 360 = F

7. **STATISTICS LAB:** This is available for students seeking additional help. Hours and venue will be announced in class. 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. At specified times, a DSCI tutor will also be stationed in the general access computer lab on the 3rd floor of the BA building to assist students having difficulty with their computer assignments. Hours will be announced in class.

DEPARTMENT, COLLEGE, and OTHER POLICIES

1. 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 such as **MSCI 2710** or MSCI 3700 with a grade of C or better. **MSCI 2710 / DSCI 2710** required **MATH 1100 and 1190** as well **BCIS 2610**. In addition, students are required to have completed:
 - Accounting 2020 and 2030 with grade "C" or better
 - 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. 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. Prybutok (the course coordinator) and then the ITDS Department Chair, but **only after discussing it with your instructor**.
3. As a general rule, the course format requires **no make up exam** be given. The grade of "I" is not given except for rare and very unusual emergencies, as per University guidelines.
4. 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.
5. Code of Conduct and Ethics: The policies for this course are consistent with those in the University of North Texas Student Guidebook. You are responsible for familiarizing yourself with such information published by the University.
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. Office hours and phone number are shown at the top of this syllabus.
7. 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 (and any change thereof).
8. **Grounds for Dismissal from the Course:** 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:
 - a. The student has more than 3 un-excused assignment returns (such as Excel or HLS, on their final due dates) / absences.
 - b. 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) 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.),

* 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.

If a student misses the final exam, he or she must provide the information stipulated above. If the excuse is acceptable, the instructor will submit an "I" for the final grade and the student must make up the exam within the first two (2) weeks of the following term. **This is the only circumstance in which an "I" grade will be awarded. If you think you will not be able to complete the class satisfactorily, please drop the course. An "I" grade cannot be used to substitute your poor performance in class.**

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.

The syllabus on the next page 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

CW & HW stands for Class Work & Home Work.

<i>Date</i>	<i>Topics</i>	KPK-Current & KPK-Online		KPK-Old		ASSIGNMENTS DISCUSSED <i>Due Dates at Pages 10 and 11</i>
		<i>SEC</i>	<i>CW & HW</i>	<i>SEC</i>	<i>CW & HW</i>	
Aug. 25 Lesson 1	<ul style="list-style-type: none"> ▪ Course Policies ▪ Hypothesis Testing for Population Mean – Large Samples. Exclude Calculations of Power and Beta; Concepts Only. 	10.1	#10.1, 4, 5, 7, 8, 9	8.1	#8.1, 4, 5, 7, 8, 9	<ul style="list-style-type: none"> ▪ [HLS] Obtain Authorization Code
Sep. 01 No Class	University Closed (Labor Day)					
Sep. 08 Lesson 2	<ul style="list-style-type: none"> ▪ One-Tailed Test for Population Mean with Large n ▪ Use of p-values 	10.2	#10.19, 20, 22	8.2	#8.19, 20, 22	<ul style="list-style-type: none"> ▪ [HLS 1] 9.5 Hypothesis Testing Means: z Value
Sep. 15 Lesson 3	<ul style="list-style-type: none"> ▪ Hypothesis Testing for Population Mean – Small n, Introduction to t-Tables ▪ C.I. & Hypothesis Testing for Two Population Means – Large Independent Samples 	10.4	#10.37, 38, 40, 41, 43, 53, 54	8.4	#8.37, 38, 40, 41, 43, 53, 54	<ul style="list-style-type: none"> ▪ [HLS 2] 9.6 Hypothesis Testing Means: t Value ▪ [HLS 3] 9.4 Hypothesis Testing Means: P Value ▪ [HLS 4] 10.2 Hypothesis Testing – Two Means (Sigma Known) ▪ Download Excel 1 Assignment
Sep. 22 Lesson 4	<ul style="list-style-type: none"> ▪ C.I. & Hypothesis Testing for Two Population Means – Small Independent Samples. Exclude Hand Calculations with Unequal Variance Case ▪ Paired (Dependent) Small Samples from Two Populations 	11.3	#11.25, 26	9.3	#9.25, 26	<ul style="list-style-type: none"> ▪ [HLS 5] 10.3 Hypothesis Testing – Two Means (Sigma Unknown) ▪ [HLS 6]: 10.4 Hypothesis Testing – Two Means (Dependent Samples)
Sep. 29 Lesson 5	<ul style="list-style-type: none"> ▪ F-Test for Two Variances – Right-Tailed Test; Concepts Only ▪ One-way Analysis of Variance (ANOVA). Exclude Test for Equality of Variance and Tukey Test 	11.4	#11.37, 38	9.4	#9.37, 38	<ul style="list-style-type: none"> ▪ [HLS 7] 12.1 ANOVA ▪ Download Excel 2 Assignment ▪ [Excel CASE 1] Comparing Population Means (Finance) – Excel Quiz 1

<i>Date</i>	<i>Topics</i>	KPK-Current & KPK-Online		KPK-Old		<i>ASSIGNMENTS DISCUSSED</i> <i>Due Dates at Pages 10 and 11</i>
		<i>SEC</i>	<i>CW & HW</i>	<i>SEC</i>	<i>CW & HW</i>	
Oct. 06 Lesson 6	<ul style="list-style-type: none"> ▪ C.I. for Population Proportion – Large Samples Only. ▪ Determination of Sample Size ▪ Hypothesis Testing for Population Proportion – Large Samples Only 	12.1	#12.7, 8, 9	10.1	#10.7, 8, 9	<ul style="list-style-type: none"> ▪ [HLS 8] 9.3 Hypothesis Testing Proportions (z-Value) ▪ [HLS 9] 9.2 Hypothesis Testing Proportions (p-Value) ▪ [Excel CASE 2] One-way ANOVA (Marketing / Management) – Excel Quiz 2
Oct. 13 Lesson 7	<ul style="list-style-type: none"> ▪ Comparing Two Population Proportions – Large Independent Samples ▪ Catch-up and Review 	12.3	#12.31, 34, 37	10.3	#10.31, 34, 37	<ul style="list-style-type: none"> ▪ [HLS 10] 10.1 Hypothesis Testing 2 Proportions ▪ Download Excel 3 Assignment
Oct. 20 Exam 1	<ul style="list-style-type: none"> ▪ ***** MID-TERM EXAM ***** ▪ Exam and Answer Key Are Returned in Next Class 	Chapter 10 Thru Chapter 12		Chapter 8 Thru Chapter 10		
Oct. 27 Lesson 8	<ul style="list-style-type: none"> ▪ Chi-Square Test for Independence/Homogeneity. Exclude Pooling of Contingencies. ▪ Chi-Square Test: p-Values Using Chi-Square Tables 	12.4	#12.49, 64 #12.65	10.4	#10.49, 64 #10.65	<ul style="list-style-type: none"> ▪ [HLS 11] 9.10 Chi-Sq. Test for Association
Oct. 28 Before 5:00 p.m.	<ul style="list-style-type: none"> ▪ ***** LAST DAY TO DROP ***** ▪ Last Day to Drop with Consent of the Instructor for W / WF 					
Nov. 03 Lesson 9	<ul style="list-style-type: none"> ▪ Bi-variate Data and Correlation ▪ Covariance and Least Squares Line ▪ Simple Linear Regression, Model Assumptions, Meaning of s^2 	13.1	#13.2, 3, 4,5 #13.6, 7	11.1	#11.2, 3, 4,5 #11.6, 7	<ul style="list-style-type: none"> ▪ [HLS12] 11.1 Scatter Plots & Correlation ▪ [HLS 13] 11.2 Fit Linear Model ▪ [Excel CASE 3] Chi-Square Test (Marketing) – Excel Quiz 3
13.2	#13.18, 19	11.2	#11.18, 19			

<i>Date</i>	<i>Topics</i>	KPK-Current & KPK-Online		KPK-Old		ASSIGNMENTS DISCUSSED <i>Due Dates at Pages 10 and 11</i>
		<i>SEC</i>	<i>CW & HW</i>	<i>SEC</i>	<i>CW & HW</i>	
Nov. 10 Lesson 10	<ul style="list-style-type: none"> ▪ Simple Linear Regression: Hypothesis Test and C.I. for Slope ▪ Coefficient of Determination, Danger of Assuming Causality. Exclude t-Test for Rho ▪ Estimation/Prediction ▪ Residual analysis 	13.3	#13.23, 24, 25	11.3	#11.23, 24, 25	<ul style="list-style-type: none"> ▪ [HSL 14] 11.3 Regression Analysis I ▪ Download Excel 4 Assignment
		13.4	#13.33, 37	11.4	#11.33, 37	
		13.5	#13.45, 53	11.5	#11.45, 53	
		13.6	#13.66	11.6	#11.66	
Nov. 17 Lesson 11	<ul style="list-style-type: none"> ▪ Multiple Regression ▪ Global F-Test vs. Individual t-Tests ▪ Multicollinearity 	14.1	#14.1, 2, 6	12.1	#12.1, 2, 6	<ul style="list-style-type: none"> ▪ [HLS 15] 11.4 Multiple Regression ▪ [HLS 16] 11.5 ANOVA Regression
		14.2	#14.13, 15, 17	12.2	#12.13, 15, 17	
		14.3	#14.31, 32, 33	12.3	#12.31, 32, 33	
Nov. 24 Lesson 12	<ul style="list-style-type: none"> ▪ Dummy Variables ▪ Multiple Regression Using Excel ▪ Step-wise Procedures, Further Residual Analysis ▪ Multiple Regression Cases and Examples 	14.4	#14.55, 57, 60	12.4	#12.55, 57, 60	<ul style="list-style-type: none"> ▪ [Excel CASE 4] Multiple Regression (Real-Estate) – Excel Quiz 4
Dec. 01 Review	<ul style="list-style-type: none"> ▪ Catch-up and Review for Final Exam 					
Dec. 08 Final Exam	<ul style="list-style-type: none"> ▪ ***** FINAL EXAM ***** ▪ Comprehensive Final Exam 					

ONLINE REGISTRATION FOR THE HLS: BUSINESS STATISTICS (HLS) MODULES

Registrations are due by 11:59 p.m. on the due date(s). Points: 16 x 5 pts. = 80 pts.

<i>No.</i>	<i>Module</i>	<i>Due Date</i>
1	9.5 Hypothesis Testing Means: z Value	09/17
2	9.6 Hypothesis Testing Means: t Value	09/24
3	9.4 Hypothesis Testing Means: P Value	09/24
4	10.2 Hypothesis Testing – Two Means (Sigma Known)	09/24
5	10.3 Hypothesis Testing – Two Means (Sigma Unknown)	10/01
6	10.4 Hypothesis Testing – Two Means (Dependent Samples)	10/01
7	12.1 ANOVA	10/08
8	9.3 Hypothesis Testing Proportions: z Value	10/15
HLS Quiz # 1 (Covering Modules 1 – 8)		
9	9.2 Hypothesis Testing Proportions: P Value	10/15
10	10.1 Hypothesis Testing – Two Proportions (Large Independent Samples)	10/22
11	9.10 Chi-Square Test for Association	11/05
12	11.1 Scatter Plots and Correlation	11/12
13	11.2 Fitting a Linear Model	11/12
14	11.3 Regression Analysis I	11/26
15	11.4 Multiple Regression	11/26
16	11.5 ANOVA Regression	11/26
HLS Quiz # 2 (Covering Modules 9 – 16)		

NOTE

1. Module registration is due by (11:59pm) of due date as “logged-in” on the WEB registration system. After completing a module in a COBA 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.
2. Late certifications are accepted, but at **50%** penalty (for a max. of 2.5 pts.).
3. If you certify but are unable to register, send an Email with your certification code and describing the problem to your instructor within 24 hours of the system error. Any issue related to tardy/ late submission of modules are to be taken care of within one week of their respective due dates. Please understand that such late certifications may result in your losing full score on the HLS Quizzes.
4. No late modules are taken after the **last class day before the final**.

EXCEL CASES

Printed analysis results are required for completion of online quiz on each Excel Case. Your grade on the Excel Case is based on the quiz. Excel Cases carry 4 x 5 pts. = 20 pts. Quiz Dates are listed in your HLS Progress report and repeated below.

<i>Case No.</i>	<i>Topic</i>	<i>Due Date</i>
Excel CASE 1	Comparing Population Means (Finance) – Excel Quiz 1	10/01
Excel CASE 2	One-way ANOVA (Marketing/Management) – Excel Quiz 2	10/08
Excel CASE 3	Chi-Square Test (Marketing) – Excel Quiz 3	11/05
Excel CASE 4	Multiple Regression (Real-Estate) – Excel Quiz 4	11/26

Excel case details are available through the Excel page on the course website at <http://www.coba.unt.edu/itds/courses/dsci3710/> [OR: COBA Website > Departments > ITDS > Go to Course Descriptions > Go to DSCI3710 and select Course Website]. Each excel case is evaluated using a short quiz based on it, given using **WEBTEST** on the due date. The quiz contains 5 questions (5 points) and students need to use their own analysis printout to answer the questions. Make-up quizzes are only given if arranged with your instructor. **Late Excel cases are hand-graded with a maximum of 50% credit, provided they are handed-in on or before the next class period and after that next class they receive no credit.** The maximum of 2.5 points is obtainable provided that the entire case analysis is complete and correct.

Student Getting Started Directions

TO PURCHASE THE SOFTWARE (an Access Code) FOR YOUR COURSE

1. Go to www.hawkeslearning.com and click on [get your access code](#).
2. Under the heading, I do not have a License Number; click the link to [purchase an Access Code online](#).
3. Choose the product you need from the dropdown list.
4. Choose pay with Credit Card.
5. 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.
6. 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.
7. Upon submitting the Access Code request, your Access Code will be emailed to you as well as displayed on the screen.

TO INSTALL THE SOFTWARE AT HOME

1. Place CD #1 in the CD-ROM drive. (CD#1 is the only CD needed for the installation.)
2. Double-click on the **My Computer** icon.
3. Double-click on the CD-ROM drive (has a picture of a CD-ROM disk).
4. Double-click on Setup.exe.
5. Follow the on-screen instructions.
6. You will be prompted for a **Course ID**.
 - **If you have internet access**, select “Yes, the Course ID is:” and enter [UNTBSTAT](#) in the box provided.
 - **If you do not have internet access**, select the option that says “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 Course ID (which is [UNTBSTAT](#)), 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/UNTBSTAT. 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 www.hawkeslearning.com/UNTBSTAT 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

LAST BUT NOT LEAST

1. **Be sure you submit your Certification Code ON or BEFORE the due date to get credit for the assignment.**
2. See www.hawkeslearning.com or Phone HLS at 843-571-2825 for help.
3. **Remember:** The course ID is **UNTBSTAT**.

THIS PAGE INTENTIONALLY LEFT BLANK

DSCI 3710-002: STUDENT DATASHEET – Fall 2008

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ E-Mail: _____

GRADE RECEIVED IN LAST COLLEGE MATH COURSE: _____

FIELD OF STUDY: _____ DEGREE PROGRAM: _____

EXPECTED DATE OF GRADUATION: _____ DO YOU WORK? _____ YES/ NO, HRS. _____

YOUR CURRENT ENROLLMENT CREDIT HRS: _____

YOUR WORK EXPERIENCE:

WHY DO YOU WANT TO GET A COLLEGE DEGREE?

WHY HAVE YOU CHOSEN YOUR CURRENT MAJOR?

WHAT DO YOU BELIEVE YOU WILL BE DOING IN YOUR CAREER 10 YRS FROM NOW?

HOW DO YOU RATE YOUR LIKING FOR STATISTICS, from 1 (LOW) to 10 (HIGH)? _____

I have read the COURSE SYLLABUS and DSCI 3710-002 Policies and Procedures.

I agree to abide by the COURSE SYLLABUS and the above acknowledgement.

(Your Signature)

(Print Your Name)

(Today's Date)

PLEASE SIGN YOUR NAME ON THE ABOVE LINE EXACTLY THE WAY THAT YOU WILL SIGN ON EACH EXAM AND ATTENDANCE SHEET.