COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: BUS 145—Business Data Analysis

CLASS SECTION: 007

TERM: Winter 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Face-Face Lecture/Lab

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's Territorial Acknowledgement.

For COVID-19 updates please visit https://camosun.ca/about/covid-19-updates.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Robert Baskerville-Bridges
EMAIL: bridgesr@camosun.ca
OFFICE: CBA 223
HOURS: Mon/Tue/Wed/Thu 10:30 a.m. -11:20 a.m.
Email to set up an appointment outside of office hours

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course provides students with an opportunity to explore data management and data analysis and the role that they play in supporting business goals. Students will design and develop a relational database and use advanced spreadsheet skills to support data analysis and decision making.

PREREQUISITE(S):

C in BUS 140

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Describe how information systems support business operations.
2. Build and use spreadsheet models to assist decision making.
3. Use miscellaneous tools such as data tables, scenarios, and solver to perform sensitivity analyses and to examine other what-if scenarios.
4. Use spreadsheet software to perform various data analysis tasks using tables, subtotals, pivot tables, pivot charts, conditional functions, and database functions.
5. Construct and interpret a variety of system description documents, including requirements analysis and simple entity relationship diagrams.
6. Construct a small relational database application including tables, queries, forms, reports, and a basic user-interface such as a switchboard or tabbed form.
7. Apply data integrity tools such as input masks and validation rules to spreadsheet and database data.

8. Integrate data from various sources for the purpose of mail/e-mail merging or for further analysis using spreadsheet software.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Students who wish to do homework outside the college must have access to a computer capable of running the Microsoft Office suite (including Word, Excel, PowerPoint, and Access). A significant portion marks comes from the database (Access) component, and Access is not available for Macs. All practical exercises, assignments, and exams are done in Office 2021 under Windows 10. Ensure that all electronic files submitted are Office 2021 compatible files. Some functionality may be lost when converting files; if in doubt, create and save your files in Office 2021.

Microsoft Office is available as a free download for students from the following link:
http://camosun.ca/services/its/other-services.html (See the handout Installing MS Office so that it includes MS Access for more information.)

Hardware and software assistance is available from ITS: https://legacy.camosun.ca/services/its/contact.html

OPTIONAL MATERIALS

There is no required textbook for this course.

The practical exams will be open book, open notes, open files, and open Internet. (Verbal and electronic communications and headphones are prohibited.) Students are encouraged to make notes and have reference material available.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

	BUS 145--007 W2023		
	Tentative Schedule--Subject to Change Updated 2022-12-12		
Week	Session	Date	Content
1	Session 1	Mon, Jan 09	**Introduction** **How IS Supports Business Operations** **Data Collection, Summary, Analysis (Excel Review)**
1	Session 2	Wed, Jan 11	**Presenting Information** Formatting; Various Charts; Integration with Word and PowerPoint
2	Session 3	Mon, Jan 16	**Excel Data Management** Tracking; Various data validation techniques
2	Session 4	Wed, Jan 18	**Excel Data Management** (Sorting, Filtering, Subtotals, PivotTables)
3	Session 5	Mon, Jan 23	**Excel Data Management** Various data analysis tools; Advanced Filters; Downloading and Cleaning Data; Various Excel Functions
3	Session 6	Wed, Jan 25	**Excel Data Management** Various data analysis tools; Database Aggregate Functions; Conditional Functions
4	Session 7	Mon, Jan 30	**Excel Data Management** Various data analysis tools; What if: Goal Seek, Scenario Manager, Data Tables
4	Session 8	Wed, Feb 01	**Excel Data Management** Various data analysis tools; Projections
5	Session 9	Mon, Feb 06	**Excel Data Management** Various data analysis tools **Theory Exam 1 (5%)**
5	Session 10	Wed, Feb 08	**Review for Practical Exam 1**
6	Session 11	Mon, Feb 13	**Practical Exam 1 (25%)**
6	Session 12	Wed, Feb 15	**Data Modelling** Business Processes/Requirements Analysis
7	Session 13	Mon, Feb 20	Reading Break--No Class
7	Session 14	Wed, Feb 22	Reading Break--No Class
8	Session 15	Mon, Feb 27	**Database Design** Data Dictionaries; Review of Access
8	Session 16	Wed, Mar 01	**Database Design** **Database Implementation (Access)** Relationships/Table Construction/Properties, Lookups, Data Entry
9	Session 17	Mon, Mar 06	**Queries** Detail / Summary; Calculated Fields / Functions
9	Session 18	Wed, Mar 08	**Specialized Queries** Action, Crosstab, Find Duplicates, Find Unmatched, etc.
10	Session 19	Mon, Mar 13	**Queries** Detail / Summary; Calculated Fields / Functions, Action, Crosstab, Find Duplicates, Find Unmatched, etc.
10	Session 20	Wed, Mar 15	**Miscellaneous Topics** **Review**
11	Session 21	Mon, Mar 20	**Practical Exam 2 (25%)**
11	Session 22	Wed, Mar 22	**Reports** Based on Tables and Queries; Formatting, Editing, Grouping, Sorting, Calculations
12	Session 23	Mon, Mar 27	**Forms** Based on Tables and Queries; Formatting, Data Entry, Editing, Look Ups; Properties
12	Session 24	Wed, Mar 29	**Interface Development** Navigation Forms; Command Buttons; Menus
13	Session 25	Mon, Apr 03	**Integration** **Importing/Exporting Data; Mail Merge** **Sorting, Filtering in Word**
13	Session 26	Wed, Apr 05	**Review for Practical Exam 3** **Theory Exam 2 (5%)**
14	Session 27	Mon, Apr 10	Easter Monday--No Class
14	Session 28	Wed, Apr 12	**Practical Exam 3 (10%)**

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Practical Assignments (Nine of equal weight: the lowest two will be dropped at the end of the term)	**21%**
Exercises (Eleven of equal weight: the lowest two will be dropped at the end of the term)	**9%**
Theory Exams (Two theory exams in D2L; equal weight)	**10%**
Theory Exam 1	5%
Theory Exam 2	5%
Practical Exams	**60%**
Practical Exam 1	25%
Practical Exam 2	25%
Practical Exam 3	10%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECATIONS

WORKLOAD

Students are expected to consult the course website and then read any materials for the coming class (beforehand), to attend all meetings of the class, to develop class and study notes, to complete all exercises and assignments (in-class and take home), and to prepare for examinations. Students will typically spend at least one hour outside of class for each in-class hour.

CLASSES

Students are expected to attend all classes. However, please do not attend class if you are ill. As a business courtesy, please e-mail your instructor if you are going to miss a class.

Camosun College has a specific set of Classroom Technology Acceptable Use Guidelines. Please familiarize yourself with these guidelines at https://legacy.camosun.ca/learn/school/business/current-students/documents/ClassroomTechnologyUse.pdf. Professional business conduct is expected during class.

GRADES

Individual marks for D2L quizzes, for exercises and assignments, and for exams are shown in the D2L gradebook. Students are encouraged to check the posted grades and discuss any discrepancies immediately. The official final grades will be made available from the Registrar's Office on myCamosun.

EXERCISES AND ASSIGNMENTS

Exercises must be submitted to the AssignmentDropbox, but are not marked in great detail; you are encouraged to experiment. If you do most of an exercise, you get most of the marks.

Assignments have very specific requirements, and are marked formally.

Exercises and assignments take various forms: in-class discussions, in-class exercises and assignments (both on paper and in specific software), and on-line in D2L. At various times, there will be both in-class and take-home exercises and assignments.

Unless otherwise specified, you are to submit your own work. Any collaborated work (unless permitted by the course) will be considered in violation of the College's Student Conduct Policy.

SCHOOL OR DEPARTMENTAL INFORMATION

DEADLINES AND EXAMS

You must submit your exercises and assignments on the due date or as announced. **A grade of zero will be assigned to late submissions.** There are no additional practice/exercises or assignments or make-up exams of any kind if you performed poorly on a practice/exercise, assignment, midterm or final exam. If you have any questions regarding a mark on an exercise or assignment, please contact your instructor within one week. Exercise and assignment marks will not be reviewed later in the term.

1. **EXAM DATES WILL NOT BE RESCHEDULED**. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor.
2. Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
3. Please note that in medically valid cases, make-up exams may be scheduled during the next term.
4. Exam times are posted on the website and discussed in class. Students should arrive early to an exam, and have their student card as ID. Seating will be assigned randomly. Late arrivals may not be permitted to write the exam.

TECHNOLOGY SUPPORT

Although you are responsible for ensuring that your own personal computer is configuring appropriately, Camosun College is committed to helping students succeed.

Support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064.

NOTE: No technical hardware or software installation support is available from your instructor; please contact ITS. Your instructor can answer questions about how to use the software once it is up and running.

If you have any issues with D2L (the learning management system), Blackboard Collaborate (the video conferencing software), or myCamosun, support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064. The walk-up support centres on campus provide help during posted office hours.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies;

demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

See the School of Businesses Top 10 Professional Values: https://legacy.camosun.ca/learn/school/business/current-students/professional-values.html

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: https://camosun.libguides.com/academicintegrity/welcome

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the

course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.