COURSE SYLLABUS

COURSE TITLE: BUS 145 – Business Data Analysis

CLASS SECTION: D05

TERM: 2022 Fall

COURSE CREDITS: 3

DELIVERY METHOD(S):   Online, Asynchronous (with scheduled exams)

For COVID-19 information please visit
https://legacy.camosun.ca/covid19/index.html.

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: Julia Grav

EMAIL: gravj@online.camosun.ca

OFFICE: CBA 231G (Interurban Campus)

HOURS: virtual TBD; on-campus Tuesdays and Thursdays from 9:30-10:20am in CBA 231G

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 or equivalent
CO-REQUISITE(S):   None
EXCLUSION(S):   None

COURSE LEARNING OUTCOMES / OBJECTIVES

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

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

a. REQUIRED: A computer with Windows 10 operating system and MS Office installed (for the Access unit in this course. An on-campus computer can be used at either Interurban or Lansdowne.
b. OPTIONAL: BUS 145 Camosun College Library Guide created with specific resources for BUS 145 students
c. No published course materials are required for purchase.

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.

WEEK	MODULE	TOPIC	ASSIGNMENTS
Week 1: September 6-11, 2022	Module 1 – Excel Basics Review	Course Introduction BUS 140 Review of key concepts	1. Are you Ready? Quiz 2. Discussion: Introductions & Designed Alliance *Both* due Monday, Sept 12 at 11:30pm PST
Week 2: September 12-18, 2022	Module 2 – Business information systems	Business Information Systems	Assignment: Process Modeling **Due Monday, Sept. 19 at 11:30pm PST**
Week 3: September 19-25, 2022	Module 3 - Spreadsheets	Embedded Functions (IF, AND, OR) Conditional Functions Database Functions and Advanced Filters	Assignment: Logical and conditional functions **Due Monday, Sept. 26 at 11:30pm PST**
Week 4: Sept. 26-Oct. 2, 2022		What if Analysis (Goal Seek, Scenario Manager and Data Tables)	1. Discussion: Data tables 2. Quiz: What-if Analysis *Both* due Monday, Oct. 3 at 11:30pm PST
Week 5: Oct. 3-9, 2022		Data Mining (Sorting, Tables & Subtotals)	Assignment: Sensitivity Analysis

WEEK	MODULE	TOPIC	ASSIGNMENTS
			Due Tuesday, Oct. 11 at 11:30pm PST
Week 6: Oct. 11-16 2022		Pivot Tables	1. Assignment: Subtotals & Pivot Tables 2. Assignment: Spreadsheeting concept map *Both* due Monday Oct. 17 at 11:30pm PST
Week 7: Oct. 17-23, 2022		Decision Support Systems	Assignment: Coffee & More Decision Support System *Due Sunday*, October 24 at 11:30pm
Week 8: Oct. 24-31, 2022	Module 4 - Databases	Relational Database Design	<mark>Open Book Online Excel Exam on Monday, October 24 from 6-9pm PST</mark> 1. Quiz: While reading about Normalization 2. Discussion: Relational Database Design ERD & Table Maps *Both* due Monday, Oct. 31 at 11:30pm
Week 9: Oct. 31 – Nov. 6, 2022		Data Validation & Data Dictionaries	1. Assignment: Data Dictionaries 2. Project: Charter -Designed Team Alliance *Both* due Monday, November 7 at 11:30pm
Week 10: Nov. 7 - 13, 2022		Relational Database Construction in MS Access	1. Assignment: Database Construction 2. Project Part 1: Database Design *Both* due Monday, November 14 at 11:30pm
Week 11: Nov. 14 – 20, 2022		Database Queries	Assignment: Sales Data Analysis Queries **Due Monday, November 21 at 11:30pm**
Week 12: Nov. 21 – 27, 2022		Database Reports	Project Part 2: Database Build & Test **Due Monday, November 28 at 11:30pm**
Week 13: Nov. 28 – Dec. 4, 2022		Database Interface (UI) & Forms	1. Project Part 3: Queries & Reports 2. Assignment: Advanced Reports & Forms **Due Monday, December 5 at 5:30pm**
Week 14: Dec. 5-10, 2022	Module 5 - Integration	Integrating Data Types	<mark>Open Book Online Access Exam on Monday, December 5 from 6-9pm PST</mark> 1. Assignment: File Management

WEEK	MODULE	TOPIC	ASSIGNMENTS
			2. Project: Form & UI (User Interface) 3. Discussion: The Future of Data Acquisition & Analysis *All* due Friday, December 9 at 11:30pm

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

If possible, print the course schedule (above) for easy reference to topics, assignments and all due dates.

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Quizzes		10%
Are you Ready? (Excel Review)	3.33%	
What-if Analysis	3.33%	
While-Reading Normalization Quiz	3.33%	
Discussion		10%
Introductions - PhotoVoice	2.5%	
Data tables	2.5%	
Relational Database Design	2.5%	
The Future of Data Analysis	2.5%	
Assignments (12 assigned with the two lowest dropped)		20%
Database Project		20%
Team Designed Alliance	2%	
Part 1: Design	5%	
Part 2: Build & Test	3%	
Part 3: Query & Report Design	5%	
Part 4: Forms & UI	5%	
Exams		40%

DESCRIPTION		WEIGHTING
Excel Exam	25%	
Access Exam	15%	
	TOTAL	100%

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

Assignments

The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: https://camosun.libguides.com/apa7

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

Deadlines and exams

You must submit your assignments by the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

a) notifies the instructor *in advance* of the exam (not after), and
b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder.

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.

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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 250-3703841

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.

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.