

<b>Course ID:</b>	<b>Course Title:</b>	<b>Fall 2021</b>
<b>Bus 272</b>	<b>Introduction to Business Analytics</b>	<b>Prerequisite:</b>
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Delivery:</b>	Online Zoom Link: <a href="https://ambrose.zoom.us/j/99312134382">https://ambrose.zoom.us/j/99312134382</a>	<b>Instructor:</b>	Barbara Coutts, MSc.	<b>First Day of Classes:</b>	September 8, 2021
<b>Days:</b>	Tuesdays and Thursdays	<b>Email:</b>	Barbara.Coutts@ambrose.edu	<b>Last Day to Add/Drop:</b>	September 19, 2021
<b>Time:</b>	8:15am-9:45am	<b>Phone:</b>	(403) 878-5200	<b>Last Day to Withdraw:</b>	November 22, 2021
<b>Room:</b>	Online	<b>Office:</b>	N/A	<b>Last Day to Apply for Extension:</b>	November 23, 2021
<b>Lab/ Tutorial:</b>	Monday 8:00am – 9:30am	<b>Office Hours:</b>	By Appointment	<b>Last Day of Classes:</b>	December 13, 2021
<b>Final Exam:</b>	Thursday, December 16 from 9:00am-12:00pm				

### Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar>.

### Course Description

An introduction to data and business analysis. Students will explore analytical approaches for making business decisions, including basic steps in problem solving and simple modeling. In addition, they will build quantitative skills using application software that will result in more informed and effective business decision making. Communicating and presenting quantitative data and analysis graphically will also be emphasized. Instruction will consist of lecture and tutorials.

### Expected Learning Outcomes

Upon completion of this course, students will be able to:

1. Perform calculations, formulas, and functions in Microsoft Excel
2. Create and analyze charts with financial data. Students will be comfortable modeling data to create Income Statements and Balance Sheets.
3. Generate visual reports from excel spreadsheets
4. Perform v-lookup and h-lookup functions
5. Create pivot charts and pivot tables

6. Execute What-If Analyses in various forms, like break-even analysis
7. Comfortably be able to manage and work with Big Data in excel
8. Become familiar with database functions, commands, and macros.

## Textbooks

Carey, P. (2020). *New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive*, Boston, MA: Cengage Learning.

For this class, we will also be utilizing MindTap. MindTap is **mandatory** for this class. Both the textbook and MindTap can be purchased here: <https://www.cengage.ca/shop/isbn/9780357042687>

## Course Schedule

September 9	Chapter 1: Getting Started with Excel
September 14	Chapter 2: Formatting Workbook Text & Data Part I
September 16	Chapter 2: Formatting Workbook Text & Data Part II
	<b>Chapter 1 Module Due</b>
September 21	Chapter 3: Performing Calculations with Formulas and Functions Part I
September 23	Chapter 3: Performing Calculations with Formulas and Functions Part II
	<b>Chapter 2 Module Due</b>
September 28	Chapter 4: Analyzing and Charting Financial Data Part I
September 30	Chapter 4: Analyzing and Charting Financial Data Part II
	<b>Chapter 3 Module Due</b>
October 5	Chapter 5: Generating Reports from Multiple Workbooks Part I
October 7	Chapter 5: Generating Reports from Multiple Workbooks Part II
	<b>Chapter 4 Module Due</b>
October 12	Chapter 6: Managing your Data with Excel Data Tools Part I
October 14	Chapter 6: Managing your Data with Excel Data Tools Part II
	<b>Chapter 5 Module Due</b>
October 19	Chapter 7: Summarizing your Data with Lookup Tables and Pivot Tables Part I
October 21	Chapter 7: Summarizing your Data with Lookup Tables and Pivot Tables Part II
	<b>Chapter 6 Module Due</b>
October 26	Chapter 8: Exploring Business Options with What-If Analysis Part I
October 28	Chapter 8: Exploring Business Options with What-If Analysis Part II
	<b>Chapter 7 Module Due</b>
November 2	Chapter 9: Making Financial Decisions with Financial Functions Part I
November 4	Chapter 9: Making Financial Decisions with Financial Functions Part II
	<b>Chapter 8 Module Due</b>
November 9	<b>No class on November 9</b>
November 11	<b>No class on November 11</b>
November 16	Chapter 10: Exploring Big Data Part I
November 18	Chapter 10: Exploring Big Data Part II
	<b>Chapter 9 Module Due</b>
November 23	Chapter 11: Advanced PivotTables and Database Functions Part I

November 25	Chapter 11: Advanced PivotTables and Database Functions Part II <b>Chapter 10 Module Due</b>
November 30	Chapter 12: Developing an Excel Application Part I
December 2	Chapter 12: Developing an Excel Application Part II <b>Chapter 11 Module Due</b>
December 7	Appendix B: Introducing Power BI
December 9	Recap Appendix B: Introducing Power BI <b>Module Capstone Due (includes Module 12)</b>
December 13	<b>Power BI Project Due</b>

**Requirements:**

Modules are to be completed through MindTap (<https://www.cengage.ca/shop/isbn/9780357042687>). Students will have one week to complete the module for each chapter. It is recommended that students plan out their time accordingly, as typical homework requirements for courses are 3-4 hours per week per course. The module capstone and the Power BI exercise will be released on Moodle and should be submitted on Moodle.

- Modules Exercises: 40%
- Module Capstone: 15%
- Power BI Exercise: 10%
- Final Exam: 35%

**Attendance:**

Attendance at all classes and tutorials is mandatory, unless otherwise coordinated with the professor. Failure to attend class may result in falling behind. Please note that Zoom lectures will not be recorded.

**Grade Summary:**

The available letters for course grades are as follows:

Grade	Interpretation	Grade Points
A+	Excellent	4.00
A		4.00
A-		3.70
B+	Good	3.30
B		3.00
B-		2.70
C+	Satisfactory	2.30
C		2.00
C-		1.70
D+	Poor	1.30
D	Minimal Pass	1.0
F	Failure	0.00
P	Pass	No Grade Points

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

**Other:**

## Ambrose University Important Information:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

### Exam Scheduling

Students who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

### Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are

reported to the Academic Dean and become part of the student's permanent record.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/content/academic-calendar-2>.

### Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and are normally granted for 30 days beyond the last day of the term.

Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course.

A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

## Academic Success and Supports

### Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a

postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

### **Ambrose Writing Services**

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/writingcentre>

### **Ambrose Tutoring Services**

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

### **Mental Health Support**

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

#### On Campus:

- Counselling Services: [ambrose.edu/counselling](https://ambrose.edu/counselling)
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at [ambrose.edu/wellness](https://ambrose.edu/wellness).
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See [ambrose.edu/crisissupport](https://ambrose.edu/crisissupport) for a list of staff members.

#### Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

### **Sexual Violence Support**

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – [ambrose.edu/sexual-violence-response-and-awareness](https://ambrose.edu/sexual-violence-response-and-awareness).

#### Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

**Note:** Students are strongly advised to retain this syllabus for their records.