

VANIER

C É G E P / C O L L E G E

Faculty of Science and General Studies
Department of Mathematics

Course Title:	Business Data Analysis	Teacher:	I.T. Ivanov
Course Number:	201-316-VA	Office:	D 264
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Course Description: The course is designed for students who plan to make a career in business. The presentation of topics, examples and problems is driven by what the Business Administration Department believes is necessary to make a future business person literate in Business Data Analysis. At the end of the course the student will:

- Be able to think critically about any business data issue covered in other business courses.
- Make informed decisions on quantitative issues that will confront her/him in a future business career.
- Ready to use data analysis skills needed for subsequent endeavors.
- Develop the ability to reason quantitatively, and to clearly explain and present her/his reasoning so as to meet the challenges of business.

Ponderation: Theory 2 hours per week, Lab 2 hours per week, Homework 2 hours per week

Prerequisites: For a list of prerequisites, please consult your course on the master course schedule, <http://www.vaniercollege.qc.ca/online-schedule>.

Teaching Methods: A lecture/workshop approach to classroom work accompanied by frequent homework assignments will prepare the student for three longer examinations. One hour per week will be spent in a Computer lab working with Excel software.

Textbook: For Reference Only: Business Statistics: A First Course, 1st Ed. By: Sharpe, De Veaux, Velleman, and Berkowitz. Published by Pearson. ISBN: 9780133893748. This book is contained in MyStatLab.

Additional Expenses: A non-programmable, non-graphical, scientific calculator. Access to the online homework delivery system, MyStatLab, which will cost approximately \$95.

Office Hours: Wednesdays 12.30-3 pm.

Competencies to be achieved: For the course objectives and the expected learning outcomes please consult the [course content document](#).

Evaluation Procedures and Breakdown of Marks:

65% in 3 Tests (25%, 20%, 20%)

*These dates are approximates: Test 1 - Week 5, Test 2 - Week 10, Test 3 - Week 15

20% MyStatLab Online Assignments

* Questions related to the online assignments must be fielded, 24 hours before the deadline.

15% Excel (2 Mini Projects, 5% each, In Class Assessments, 5%)

Academic Resources: The Mathematics and Science Centre provides free peer tutoring every workday during regular office hours in F540. You could request extra homework if desired. Extended and emergency office hours are available upon request.

Course Policies: 1. Missed tests and in class excel assessments will not be re-administered unless the student provides valid proof, such as a medical note, or some other compelling reason. Failure to do so will result in a grade of zero.

2. Attendance is highly recommended. Late entry into class may be denied. It is the student's duty to remain informed about what takes place in class he/she misses. Absence from class does not excuse students from their responsibilities.

3. All media players and cell phones must be turned off during class, in tests and exams.

General Academic Policies: It is the student's responsibility to be familiar with and adhere to the Vanier College Academic Policies. These policies can be found online on the Vanier College Official Policies page at <http://www.vaniercollege.qc.ca/policies>. Your attention is drawn in particular to the following policies. A brief summary of each is included. For the complete version of each policy, please consult the aforementioned webpage.

Student Academic Complaints (Policy number 7210 - 8) The Vanier College Student Academic Complaints Policy and procedures puts an emphasis on mediation as the primary means to resolve complaints in the academic area. If you have a problem with a teacher and have been unable to resolve it by talking with him or her, you may wish to enlist the help of the Faculty Mediation Committee. The committee member names and contact information are available in Student Services or through the office of the Faculty Dean.

Cheating and Plagiarism (Policy number 7220 - 31) Any form of cheating or plagiarism will result in a grade of zero on the test or assignment and a letter from the teacher will be placed in your file. A repeated offence may lead to even more serious consequences. Please consult the Vanier Student Writing Guide, the Vanier College Catalogue, the Student Handbook, the policy online and your teacher for more information.

Student Misconduct in the Classroom (Policy number 7210 - 19) This policy provides guidelines for handling cases of student misbehaviour in the classroom and other instructional settings. Such cases may include conduct that is abusive to the teacher and/or other students, or disruptive to the teaching/learning process. This policy does not limit the teacher's or the College's right to take immediate action in cases of imminent danger to persons or property.

Zero Tolerance (Policy number 7110 - 2) The following disruptive behaviours will not be tolerated in any degree on campus: Unauthorized Use of Alcohol/Illegal Drugs; Violence against Persons or Property; Possession of Weapons; Verbal or Written Abuse or Intimidation; Theft or Gambling.

Student Absences for Religious Holy Days (Policy number 7210 - 20) Students whose religious obligations require them to be absent from the College on a holy day not formally recognized in the College calendar must inform their teachers, in writing, during the first week of classes, of the particular date(s) and times of the religious holy days on which they must be absent. Absences approved in this manner are considered to be excused absences. Students are responsible for material covered in the classes and labs they miss.