



**Faculty of Arts, Business and Social Science
Department of Mathematics**

Course Title:	Business Data Analysis	Teacher:	I.T. Ivanov
Course Number:	201-316-VA	Office:	D 264
Section:	00002	Phone:	514-744-7500 ext. 7737
Semester:	Autumn 2017	Email:	ivanovi@vaniercollege.qc.ca
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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.
- Use data analysis skills needed for subsequent endeavors.
- 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: See the [master course 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.

Textbook: Course pack *Business Data Analysis (201-316-VA)*. Part I is for sale at the Vanier bookstore for \$10. Parts II and III will become available, at a similar cost, as the semester progresses.

Additional Expenses: Non-programmable non-graphing scientific calculator to be brought to class.

Office Hours: Mon. 12 – 1.30 pm; Wed. 12.30 – 1.30 pm

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

Important Dates: Three term tests are tentatively scheduled for the calendar weeks starting on **September 25** and **November 6**, and for the last day of class, **December 4**.

Evaluation Procedures and Breakdown of Marks:

Best term test	25%
Second-best term test	20%
Third-best term test	20%
Excel work (two mini projects for 5% each, and in-class assessments for a total of 5%)	15%
Class exercises and homework	20%

A final grade of 60% or higher is needed to pass the course.

Academic Resources and Study Recommendations:

- The Science, Technology, Engineering, and Mathematics (STEM) Centre provides free peer tutoring every workday during regular office hours in D 301. Mathematics Instructors also regularly volunteer at MSC.
- Make the most of the class time: be prepared, and participate actively. If you don't "get" something, put up your hand. Don't be afraid to ask, and don't bug the person sitting beside you.
- Don't leave work to the last minute. To help you avoid procrastinating.
- Practice, practice, practice: I will give you a large number of practice problems to work on during the semester. Be sure you can solve them all. Any type of problem that gives you trouble should be done more than once. It isn't enough to just struggle through a problem – you must practice until you can do it quickly, without error. If you get stuck on something, try it again, ask one of your friends about it, or come see me about it.

Course Policies

Attendance:

- Attendance is hugely important, especially in a cumulative course such as this in which what we do in most classes builds on the work done in the prior classes.
- Students are responsible for all work even if they are absent. Missed evaluations (exams, quizzes) may only be excused in case of absence due to urgent health reasons, in which case I will decide on whether to offer you a make-up evaluation or to redistribute your marks. If you entirely or partially miss a class, it is your responsibility to find out what was covered and assigned, and to obtain notes from a classmate.
- Absences due to health reasons must be documented by a legitimate doctor's note. A doctor's note must be from the doctor, not the receptionist, and must state that you were, in the doctor's professional opinion, in no condition to attend class that day. Note that in some cases, a representative of the college administration will call the clinic and confirm the veracity of the doctor's note. A make-up test, if offered, will normally be scheduled during the final exam period at the end of the semester.

Professionalism in the Classroom:

- You are expected to arrive at class on time. Walking into class in the middle of a discussion or activity is often disruptive.
- In the classroom cell phones should be turned on silent; laptops and tablets should be asleep or powered down. ALL electronic devices (including laptops, tablets, phones, headphones) should be out of sight for the duration of the class.

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 website under *Policies*. Your attention is drawn in particular to the following policies. A brief summary of each is included.

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 7210-31): 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, 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.

Code of Conduct: The Code of Conduct sets forth principles, guidelines and norms of behavior expected from all individuals present at Vanier College, including students, faculty, employees, administrators, members of the Board of Directors, contractors, and visitors.

Student Absences for Religious Holy Days (see IPESA, Section 2.2.6): 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 by completing and submitting to their teacher the *Religious Holy Days Absence form* found on the *Registrar's Office* page on the Vanier College website (<http://www.vaniercollege.qc.ca/registrars/request-forms/religious-holy-days>). Absences approved in this manner are considered to be excused absences. Students are responsible for material covered in the classes and labs they miss.

Student Proficiency in the Language of Instruction (Policy number 7210-33): The purpose of this policy is to foster student proficiency in English, the formal language of instruction at Vanier College. Emphasis on literacy and communication skills