

BUSN330

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : BUSN330 **Title :** Fundamentals of Business Analysis I

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course explores the use of standard spreadsheets and historical data for developing and organizing data into lists, creating tables and charts from the data, and utilizing basic formulas to understand summaries of the data. Students will develop skills with analyzing business data utilizing Microsoft Excel, a standard spreadsheet tool, in order to draw conclusions regarding historical data.

Course Scope:

The Fundamentals of Business Analysis I provides the student with an understanding of the business analysis process with an emphasis on the requirements gathering stage. Through practical applications and case studies, the student will learn the principles of user-centered design, how to gather information using a variety of tools and user requirements critical to development of successful products.

Objectives

CO1. Examine the value of using Excel to make decisions

CO2. Demonstrate the ability to format documents using various tools in Excel

CO3. Analyze data through the creation of complex formulas and functions

CO4. Present data using Excel charting features

CO5. Create tables properly in Excel

CO6. Implement various features of Excel such as freezing, filtering, and totaling tables.

CO7. Demonstrate the ability to work with multiple sheets within an Excel workbook.

Outline

Week 1: Formatting Data

Learning Objectives

- **Examine the value of using Excel to make decisions**
- **Demonstrate the ability to format documents using various tools in Excel**

Learning Materials

Chapter 1

Activities and Assessments

Introduction

Week 1 Forum Formatting Data

Week 2: Using Excel for Math

Learning Objectives

- **Analyze data through the creation of complex formulas and functions**

Learning Materials

Chapter 2

Activities and Assessments

Week #2 Assignment (Navigate using the Assignment link to the left)

Week 2 Forum Using Excel

Week 3: The Beauty of Functions

Learning Objectives

- **Analyze data through the creation of complex formulas and functions**

Learning Materials

Chapter 3

Assessments and Activities

Week #3 Assignment (Navigate using the Assignment link to the left

Week 3 Forum The Beauty of Functions

Week 4: Midterm Exam

Learning Objectives

- **Examine the value of using Excel to make decisions**
- **Demonstrate the ability to format documents using various tools in Excel**

- **Analyze data through the creation of complex formulas and functions**

Learning Materials

Learning Resource: <https://www.excel-easy.com/basics/format-cells.html>

Activities and Assessments

Midterm Exam. Navigate to Tests& Quizzes on the left

Week 5: Working with Charts

Learning Objectives

- **Present data using Excel charting features**

Learning Materials

Chapter 4

Activities & Assessments

Week #5 Assignment (Navigate to Assignments via the link at the left)

Week 5 Forum Working with Charts

Week 6: Working with Tables

Learning Objectives

- **Create tables properly in Excel**
- **Implement various features of Excel such as freezing, filtering, and totaling tables**

Learning Materials

Chapter 5

Activities and Assessments

Week #6 Assignment (Navigate to Assignments via the link at the left)

Week 6 Forum Working with Tables

Week 7: Working with Multiple Sheets

Learning Objectives

- **Demonstrate the ability to work with multiple sheets within an Excel workbook**

Learning Materials

Chapter 6

Activities and Assessments

Week #7 Assignment (Navigate to Assignments via the link at the left)

Week 7 Forum Working with Multiple Sheets

Week 8: Final Exam

Learning Objectives

- **Present data using Excel charting features**
- **Create tables properly in Excel**
- **Implement various features of Excel such as freezing, filtering, and totaling tables**
- **Demonstrate the ability to work with multiple sheets within an Excel workbook**

Activities and Assessments

Week 8 Forum Reflecting on the Course

Final Exam. Navigate to Tests& Quizzes on the left

Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Beginning Excel - e-book available online, links provided inside the classroom

Author: Brown, Noreen, et. al.

Publication Info: Open Oregon Educational Resources

ISBN: BUSN330-NA

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arrangements have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- “Substantive” means comments that contribute something new and important to the discussion. Thus a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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