



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
School of Business  
Program: Management Systems and H.R. Management  
Option: All Options  
Taught to: MGTS3A\_D & HRMG3A/3B

Course Outline for:  
**BUSA3500**

Date: September 2000

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Hours/Week:	3	Total Hours:	45	Term/Level:	1
Lecture:	1	Total Weeks:	Fall Term	Credits:	3
Lab:	2				
Other:					

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#### Instructor

Gary Sagar	Office No:	SE6-358	Phone:	Local 6748
			Home	261-0067

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Tentatively:		To be announced			

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#### Prerequisites:

OPMT1110 (Business Math) and OPMT1130.

It is assumed students are familiar with EXCEL (BUSA1600/2600 or COMP1104/2104).

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#### Course Description and Goals

The course has four main objectives. First, it will help you **identify** business situations that can be tackled using "quantitative analysis". Secondly, it will help you to **frame solutions** to these situations using standard methods for applying these techniques. Thirdly, you will **implement** solutions using standard business software (spreadsheets and or calculators). Finally, the solutions will be **interpreted** and subjected to "what if" or **sensitivity** analysis whenever appropriate.

In addition, this course is part of a program. You may be called upon to use your spreadsheet skills to prepare material for other courses or assignments.

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**Prior Learning Assessment Method**

Not Available

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**Evaluation**

*Policy: See also Page 4*

Final Examination	40	%
Midterm Tests	30	%
Assignments and quizzes	30	%

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**Course Learning Outcomes**

At the end of this course:

- the student will have been introduced to standard techniques including: Decision Analysis, Forecasting Methods including Simple and Multiple Regression, Time Series, Linear Programming, and basic Inventory models;
- the student will have created information from fields in a Database imported it into a spreadsheet and carried out a basic statistical analysis of the data;
- the student will be able to use a sensible methodology to build a spreadsheet model;
- the student will understand some of the basic spreadsheet functions (formulas, charts, logic operators etc.) and the use of tools like Solver, Pivot Tables and Goal Seek;
- the student will understand that the spreadsheet is just a tool to help with standard business problems but that a printout of a spreadsheet is just part of analyzing problems and implementing solutions.



Course:  
**BUSA3500**

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**Course Record**

Developed by:	<u>Chris Clark</u> Instructor	Date:	<u>August 1997</u>
Revised by:	<u>Gary Sagar</u> Instructor	Date:	<u>August 2000</u>
Approved by:	<u>Chris Clark</u> Associate Dean	Date:	<u>August 1998</u> <u>Sept 01/0</u>

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**Text(s) and Equipment**

**Required:**

C. T. Ragsdale, Spreadsheet Modeling and Decision Analysis, Course Technology, **3rd Edition**, 2000.

Suitable calculator (Sharp EL733-A required, but students may be given an exemption if they have an equivalent calculator. They must be able to operate the calculator.

**Reference or Recommended:**

Anderson, Sweeney, Williams Statistics For Business and Economics 2<sup>nd</sup> edition, West Publishing

This text was used in OPMT1130 (Statistics).

Students will require several 3.5" HD Disks with Labels and a couple of folders with disk pouches.

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## Course Notes (Policies and Procedures)

- *Assignments:* Late assignments or projects will not be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.
- *Attendance:* **The attendance policy as outlined in the current BCIT Calendar will be enforced.**
- *Course Outline Changes:* The material specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.
- *Ethics:* BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.
- *Illness:* A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated (i.e. an average is given according to your performance throughout the course).
- *Makeup Tests, Exams or Quizzes:* There will be no makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances.
- *Labs:* **Lab attendance is mandatory.**

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## Assignment Details

- Assignment details will be made available in lectures and labs;
- Assignments are graded primarily on “input” soliciting help from the Instructor is encouraged. The material is very “hands on”. Examinations, on the other hand, will be graded on “output”.

\* This schedule is subject to change at the discretion of the instructor