# Copyright Notice

This template is IQN's intellectual property. It is strictly for use by providers submitting online applications to IQN. Any unauthorised copying, saving, or usage of this document is strictly prohibited and constitutes a punishable offence under applicable laws.

# Important Note

Not all sections of this template will be applicable to every handbook/guideline. Providers should customise the template to suit their programme by adding, removing, or modifying sections as necessary. This template is intended as a guide to help you meet the 3.1 requirement of the LEAD standards. Providers may use this template or submit an alternative document.

Student Handbook Template

[Insert Provider Logo and Name]

**Certificate in Business Analytics**

**1. Welcome Message**

Welcome to the **Certificate in Business Analytics** programme! We are excited to have you join us on this learning journey. This handbook is designed to provide you with all the necessary information to ensure a smooth and successful experience.

**2. Programme Overview**

The Certificate in Business Analytics is a comprehensive course aimed at equipping learners with the skills to analyse and interpret data to solve real-world business problems.

* **Duration:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Mode of Delivery:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Learning Outcomes**

By the end of this programme, you will be able to:

* Understand the fundamentals of business analytics.
* Use analytics tools such as Excel, SQL, and Tableau.
* Apply data-driven techniques to solve business challenges.

**4. Programme Structure**

The programme consists of the following modules:

|  |  |  |
| --- | --- | --- |
| **Module** | **Topics Covered** | **Duration** |
| Module 1: Fundamentals | Introduction to Business Analytics and Data Visualisation | 4 weeks |
| Module 2: Analytics Tools | Excel, SQL, and Tableau Basics | 3 weeks |
| Module 3: Predictive Modelling | Introduction to Python and Machine Learning | 5 weeks |
| Module 4: Capstone Project | Real-world application of analytics skills | 4 weeks |

**5. Learning Resources**

Learners will have access to:

* An LMS for accessing course materials and tracking progress.
* Recorded lectures, presentation slides, and case studies.
* Software tools such as Tableau, Excel, and Python environments.
* A library of e-books and additional reading resources.

**6. Assessment and Grading**

Your performance will be evaluated based on:

* **Quizzes and Assignments:** Regular assessments after each module.
* **Capstone Project:** A practical project to apply analytics skills in a real-world scenario.
* **Participation:** Engagement in group discussions and activities.  
  Grading criteria will be shared during orientation.

**7. Policies and Procedures**

* **Attendance:** Learners are expected to attend all sessions and participate actively.
* **Code of Conduct:** Maintain professionalism and respect for peers and faculty.
* **Appeals and Complaints:** Refer to the Appeal and Complaint Policy on the LMS.
* **Plagiarism Policy:** All assignments must be original; plagiarism will result in disciplinary action.

**8. Support and Contact Information**

* **Programme Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Technical Support:** For LMS-related issues, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Office Hours:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FAQs**

**Q: How do I access the LMS?**

A: Instructions for accessing the LMS will be provided during orientation.

**Q: Can I get an extension on assignments?**

A: Extensions may be granted under exceptional circumstances. Contact your instructor.

**Q: What resources are available for additional help?**

A: The LMS includes supplementary materials, and instructors are available during office hours for one-on-one support.

***We wish you success in your journey through the Certificate in Business Analytics programme!***