BI348 – Data Analysis with Microsoft Power Tools:
Syllabus for section 1YCF – LEC: 35570 *(subject to change)*

Spring, 2025, Highline College
Highline College 2400
S. 240th St.
Des Moines, WA 98198

Table of Contents

Getting Started in this Class:

The first thing you must do is watch the Class Introductory Video and read the Syllabus at this web site:
https://people.highline.edu/mgirvin/AllClasses/348/2025/BI3482025.htm

Instructor Information:

Instructor's Name: Michael Girvin
Instructor's Office Phone: (206) 592-3562
Instructor's Email address: mgirvin@highline.edu
Instructor's Office: 29-307
Office Hours: Monday to Thursday: 1:30 PM -2:30 in 29-307 or 29-308. During this time, you can get help with class, advising, Excel and other topics. You can e-mail or phone to make an appointment to meet at other times from Monday to Saturday. I am on campus a lot, and so I can meet on days and times that are convenient for you.

Class Description from Catalog

Students will use Microsoft's new Power Tools (Excel Power Pivot, Power Query and Power BI Desktop) to convert real world large data sets into useful information for business decision making. In addition to learning some standard Excel features, students will learn, in depth, how to use the computer languages DAX and M Code to clean, transform and load data, as well as how to convert the loaded data into useful information for reporting, visualizing, analytics and dashboarding.

Student Learning Outcomes

Convert unorganized raw big data sets into useful information (reports, visualizations and analytics) for business decision making, providing data driven insights.

Use analysis and visualization tools (such as Excel Power Pivot, Power Query and Power BI Desktop) and computer languages (DAX and M Code) to create useful information solutions from large data sets.

Create efficient and effective data models and business-related measures by ETL (extract, transform and load data) to build refreshable useful information solutions.

Efficiently and effectively construct reports, visualizations and dashboards for business decision makers.

We have Two Class Web Sites:

1. https://people.highline.edu/mgirvin/AllClasses/348/2025/BI3482025.htm
   - This web site contains: Introductory class video, syllabus, YouTube video lectures, downloadable files for class. This web site is ALWAYS available, before the class starts, while the class is running and after the class ends.
2. https://canvas.highline.edu/courses/2580407
   - This web site contains: Project upload links, grades and announcements. This class is ONLY available between 9 AM on Monday, March 31, 2025, to noon on Wed., June 11, 2025. If you have questions concerning scores and grading after the class ends, you can e-mail mgirvin@highline.edu.
   -

Class Questions

- When you have questions about anything, e-mail (mgirvin@highline.edu), phone (206-592-3562) or make a live appointment (send e-mail or phone) to come see me in my office Monday through Saturday.

Computer Requirements

1. As was communicated in the schedule when you signed up for the class, you are required to use a Windows Based PC computer with Microsoft 365 Excel.
2. You will also have to download the free program Power BI Desktop (videos show how).
3. If you do not have a Windows Based PC computer with Microsoft 365 Excel, you can make a request to borrow one from Highline or use the computer labs in build 30 at Highline.
   - To request a Windows based PC computer from Highline, use the "Student Technology Request Form" link at this Highline web site: https://its.highline.edu/
   - To get a free copy of Microsoft 365 Excel from Highline College, , use the "Free Office 365 for Staff & Students" and "Office 365 Student Instructions" links at this Highline web site: https://its.highline.edu/
   - To download the free Microsoft app "Power BI Desktop", use this link: https://powerbi.microsoft.com/en-us/desktop/

Succeeding in this class:

- The process of succeeding in this class is the same as in your prerequisite class Busn 218.
- From the people web site, use the downloadable Excel and Power BI files to follow along with YouTube lecture videos to practice the tools and techniques for data analysis. Pause and rewind the videos as needed. This is practice so you can complete Projects to earn points toward a grade.
- From the people web site, you can read or download the pdf notes as a review of the video.
- From the people web site, download the Project file, follow instructions in Project file, complete the Project, and then upload the finished Project file to the Upload Link in the Home Area of Canvas.
- When you have questions about anything, e-mail (mgirvin@highline.edu), phone (206-592-3562) or make a live appointment (send e-mail or phone) to come see me in my office Monday through Saturday.

Projects To Earn Points Toward A Grade:

- Projects are available for downloading at our people web site below each video. The data analysis projects are similar to what you studied in each video and the pdf notes.
- Each project is worth 100 points. There will be about 10 projects. The points will be tally at end of quarter and your grade will be based on the points that you earn.
- The due date-times for project are listed in the schedule at end of syllabus at our people web site. Late projects receive a 25% point deduction, unless you have a documented emergency.
- If you need help with your project BEFORE you hand it in for grading, you can e-mail me your questions, or you can e-mail or phone me to make an appointment for "live" on campus help.

Grading and Grading Feedback:

Your grade is calculated by tallying your total points earned from your completed projects and then dividing by the total points possible for the projects and looking up the decimal grade as is listed in the table below. The lowest project score will be dropped. For example, if your final scores were: 80, 100, 90, 50, 100, 80, your grade (based on the distribution below would be: (80 + 100 + 90 − 50 + 100 + 80)/500 = 450-500 = 9/10 = 0.90 ➔ 90% ➔ 3.6.

% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade
94.00%	4	87.00%	3.3	80.00%	2.6	73.00%	1.9	66.00%	1.2
93.00%	3.9	86.00%	3.2	79.00%	2.5	72.00%	1.8	65.00%	1.1
92.00%	3.8	85.00%	3.1	78.00%	2.4	71.00%	1.7	64.00%	1
91.00%	3.7	84.00%	3	77.00%	2.3	70.00%	1.6	63.00%	0.9
90.00%	3.6	83.00%	2.9	76.00%	2.2	69.00%	1.5	62.00%	0.8
89.00%	3.5	82.00%	2.8	75.00%	2.1	68.00%	1.4	61.00%	0.7
88.00%	3.4	81.00%	2.7	74.00%	2	67.00%	1.3	0.00%	0

All submitted tests are graded within 24 hours after the scheduled due date-time. Due date-times for tests are listed in the schedule at the end of this syllabus. For all grade projects, you will receive an itemized list of graded elements with notes about achievement success and or positive feedback to make improvements.

Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college. Acts of cheating may include:

- Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- Allowing (intended or not intended) someone else to copy your work or digital item is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
- During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). Do not discuss your test or quiz with others before or after the test. Having someone take or help you

with a test or quiz is cheating.

Incomplete Policy
1) In accordance with Highline policy, incomplete contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
2) Incompletes are considered only if 80% of the total class work is done with a 2.0 grade or higher.
3) The student must notify the instructor two weeks BEFORE the last day of the class in order to qualify for an incomplete.
4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contract must be completed and signed by the last day of class.

Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence. I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to providing an equitable learning environment that will provide support to everyone in this class with a goal to ensure that we all learn and succeed.

Access Services Statement:

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you can contact Access Services at 206-5923857, access@highline.edu or access.highline.edu. Access Services is located in the Library (building 25 suite 531).

Grievance Procedures:

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair. The division chair is Oussama Alkhalili (Sam), oalkhalili@highline.edu or (206) 592-4317.

Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit Highline College Procedures and Policies.

Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more information visit http://tutoring.highline.edu/home2.htm

For Title IX (claims related to discrimination and sexual harassment):
It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). For more detail see the Title IX page on the Highline website.

Schedule

Week	Dates	Topics	Videos to watch	Project Due Date (Download Project File From Below Video)
1	Mon, 3/31 to Sun, 4/6	Intro To Data Analysis: PivotTables, Slicers, Charts	Excel Basics 08	Upload Finished Project 1 in Home Area of Canvas before midnight, Mon, 4/7
2	Mon, 4/7 to Sun, 4/13	GROUPBY & PIVOTBY Functions	Excel Basics 09	Upload Finished Project 2 in Home Area of Canvas before midnight, Mon, 4/14
3	Mon, 4/14 to Sun, 4/20	Sort, Filter, FlashFill, Power Query & More about PivotTables	Excel Basics 10	Upload Finished Project 3 in Home Area of Canvas before midnight, Mon, 4/21
4	Mon, 4/21 to Sun, 4/27	Power Pivot	Excel Basics 11	Upload Finished Project 5 in Home Area of Canvas before midnight, Mon, 4/28
5	Mon, 4/28 to Sun, 5/4	Power BI Desktop	Excel Basics 12	Upload Finished Project 6 in Home Area of Canvas before midnight, Mon, 5/5
6	Mon, 5/5 to Sun, 5/11	More...		
7	Mon, 5/12 to Sun, 5/18			
8	Mon, 5/19 to Sun, 5/25			
9	Mon, 5/26 to Sun, 6/1			
10	Mon, 6/2 to Sun, 6/8			
10-11	Mon, 6/9 to Wed, 6/11	**Finals week. Must hand in all late work due before noon on Wednesday, June 11, 2025. After this date-time, the Canvas web site is no longer available. For grade information e-mail mgirvin@highline .edu**		