

# BI 348 Syllabus Table of Contents

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## **Instructor Information:**

**Instructor's Name:** Michael Girvin  
**Instructor's Office Phone:** (206) 592-3562  
**Instructor's Email address:** [mgirvin@highline.edu](mailto:mgirvin@highline.edu)  
**Office / Student Hours:** Monday to Thursday: 12:00 PM – 1:30 PM in room 29-307  
**Office / Student Hours** means you can get help with class, advising or other questions that you may have.  
**In person, phone, or e-mail meetings:**  
Send me an e-mail to request a meeting Monday to Saturday outside my office hours.

## **Full Course Name**

BI 348: Big Data Business Analytics with Microsoft Power Tools

## **Prerequisites for BI 348:**

Busn 216, Busn 218, Busn 210

## **Goals of Class:**

We will learn how to use Microsoft's Power Tools (Power Query, Standard PivotTable, Power Pivot Data Model PivotTable, Power BI Desktop, and the DAX formulas) to convert real world large data sets into useful information for business decision making. An emphasize is placed on real world situations where data comes from varying and disparate sources and is often not in the proper form for data analysis; said a different way: we get our hands dirty with the art of converting bad data into useful data, and then into useful information. There are six section to this class. Each section is based on recent consulting work questions that I have received and subsequently made video lectures about. In this way, this class will bring real world problems into the classroom and better prepare you for the working world where data is abundant and data analysis skills are in high demand.

## **Spring 2022 BI 348 Class Scheule**

<b>Days</b>	<b>Weeks</b>	<b>Dates</b>	<b>Topic</b>	<b>Videos and files at people web site</b>	<b>Project is downloaded at people web site. Each Project is worth 100 points toward your final grade.</b>	<b>Project Due Date (due at midnight)</b>
14	Week 1-2	Mon, 4/4 to Sun, 4/17	Multiple Criteria Cross Tabulated Reports	4 videos to study	Project 1	Sun, Apr 17, 2022
7	Week 3	Mon, 4/18 to Sun, 4/24	Gross Profit Calculations	1 video to study	Project 2	Sun, Apr 24, 2022
7	Week 4	Mon, 4/25 to Sun, 5/1	Appending Data	2 videos to study	Project 3	Sun, May 1, 2022
14	Week 5-6	Mon, 5/2 to Sun, 5/15	Last Date Calculations	2 videos to study	Project 4	Sun, May 15, 2022
14	Week 7-8	Mon, 5/16 to Sun, 5/29	Standard & Data Model PivotTables	3 video to study	Project 5	Sun, May 29, 2022
14	Week 9-10	Mon, 5/30 to Sun, 6/12	Power BI & Big Data	2 videos to study	Project 6	Sun, Jun 12, 2022

## **Getting Started in this Class:**

- 1) 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/348/348/Spring2021BI348.htm>
- 2) The video and written syllabus show how this "No Textbook"-YouTube class will be conducted.

### **Requirements for class:**

- 1) There is no textbook to buy for this class.
- 2) You must be using a Windows Based PC computer, not a Mac or Chromebook (the programs we are using do not exist on a Mac or Chromebook).
- 3) Microsoft 365 with Excel. You can get free copy from Highline College or even check out a full computer:  
<https://its.highline.edu/>
- 4) A USB drive so you can store your system of folders and about class generated files.

### **We have Two Class Web Sites:**

1. Use the people.highline web site to download files and watch videos:  
<https://people.highline.edu/mgirvin/AllClasses/348/348/Spring2021BI348.htm>  
The people site contains:
  - 1) Introductory Video
  - 2) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
  - 3) All Video Lectures
  - 4) Downloadable files for class
2. Use Canvas to post questions in the Discussions area, take quizzes, upload tests & view your points for the class.  
<https://canvas.highline.edu>

The Canvas site contains:

- 1) Announcements
- 2) Discussions area for asking questions
- 3) Project Upload Links
- 4) Grades section shows you your points earned for the quizzes and tests
- 5) **The Canvas site is only available during Spring quarter which starts Monday April 4, 2022 and ends at Noon Wed, June15, 2022. This means that the Canvas web site will not be available after the end of the class at Noon Wed, June15, 2022.**

### **Structure of class:**

- 1) There is no textbook for this class.
- 2) You will learn from:
  1. Watching YouTube Videos and studying and practicing what you see in the video.
- 3) You will earn points toward your grade from:
  1. Completing and uploading to Canvas "Projects" at the end of each section of the class. There are 6 Projects. Each is worth 100 points.

### **Projects:**

1. There will be six Projects that you can hand in for points toward a grade.
2. The Points Projects will ask you to complete a Data Analysis Task, similar to what you have learned from the class.
3. Points Projects must be handed in by the due date as listed in the schedule at the end of this syllabus.
4. The Points Projects scores earned will count toward your grade for the class.
5. Complete the Points Projects and use the upload link in the Home area of Canvas to upload your finished project.
6. The Points Projects file name must have your name in the file name or you get zero points. If you are doing Points Projects 01 and your name is Sioux Chin, the file name must be something like this:  
"SiouxChinPointsProjects 01.xlsm".
7. You can hand in Points Projects late if a documentable emergency occurs, like documented deaths or medical emergencies.
8. Late Points Projects without a documentable emergency earn a 25% deduction.
9. Points Projects are due at midnight on the date listed in the schedule.

## **Canvas Gradebook is NOT Correct**

- 1) Do NOT use the percentage grades you see in canvas to calculate your grade.
- 2) The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
- 3) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- 4) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

## **Grading:**

- 1) Your grade is calculated by tallying your total points from the projects and dividing by the total points possible from the projects. That decimal or percentage can be looked up in the table at the right to determine your grade.
- 2) For example if you got 88 out of 100 and 92 out of 100, the total points would equal 180 (88+92), the total possible would be 200, and your percentage of points earned would be:  $180/200 = 0.9$  or if you format it with a percentage: 90% and your decimal from the table on the right would be 3.6.

## 6) Grading Scale:

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

## **Effective and Efficient Solutions:**

- 1) Grading is based on whether or not a solution to a problem is Effective and Efficient.
- 2) Define Effective = Accomplish the stated goal.
- 3) Examples of Effective:
  1. The calculations in the Data Model PivotTable calculates the correct answer, rather than the incorrect answer.
  2. A transformation of text data correctly transforms the data into a Proper Data Set, rather than to an Improper Data Set.
- 4) Define Efficient = Accomplish the goal with the minimum number of resources and have the accomplished goal have the ability to adapt to future changes.
- 5) Examples of Efficient:
  1. Loading 500,000 rows of data to the Power Pivot Data Model which results in a small file size, rather than loading it to an Excel Worksheet which results in a larger file size.
  2. Using "From Folder" feature in Power Query as a Data Connector, which allows future data source files to be easily incorporated into existing reports, rather than manually adding the future data source files.

### **Cheating:**

- 1) Cheating will result in the student receiving a failing grade for the assignment.
- 2) Turning in an item you did not create is cheating.
- 3) Copying another person's digital item or work is cheating.
- 4) 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.
- 5) During a test, quiz or project, do your own work, do not look at other's work, and do not talk with others (to do so is cheating).
- 6) Having someone take or help you with a test or quiz or project is cheating.
- 7) In accordance with the student's rights and responsibility code WAC 1321-120 <http://www.highline.edu/stuserv/vpstudents/srr.html>, the instructor has the obligation to report incidents of 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 class work is done with a 2.0 grade or higher before the end of the ninth week.
- 3) The student must notify the instructor 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 will be submitted to Registration.

### **Last Day of Class:**

- All tests, projects and quizzes must be completed before the final day of class: **noon Wed, June15, 2022.**
- The Canvas web site will be shut off after the final day of class: **noon Wed, June15, 2022.**
- If you want to contact the instructor after the class is over, you can e-mail Michael Girvin at: [mgirvin@highline.edu](mailto:mgirvin@highline.edu)

### **E-mailing Rules:**

All e-mails with questions about projects or personal matters must:

- 1) Include a subject line that includes the text "BI 348".
- 2) Must be spell and grammar checked (more or less).
- 3) Must be signed with the student's name.
- 4) Must be from your highline student e-mail address (FERPA Federal Law requires this).

### **Announcements & Discussions In Canvas**

The teacher will communicate with you through Announcements in Canvas and by answering your questions in the Discussions area of Canvas.

When you post a question in Canvas:

- 1) Spell and grammar check your post (more or less).
- 2) Do not post questions about tests or quizzes in the Discussion area. The proper place to send questions about tests or quizzes is to send the teacher an e-mail.
- 3) Attach your file (like Excel or Power BI) which has the issue.