# HIT 173 #18962

# Data Analytics

# Fall Quarter, 2025

**Instructor Contact Information**

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| --- | --- |
| **A person with a beard smiling  Description automatically generated** | Jonathan Eastabrooks, MBA, RHIA  [jeastabrooks@tacomacc.edu](mailto:jeastabrooks@tacomacc.edu)  253-566-5242  Building 13, Room 109  Tacoma Community College  **Office Hours:** Mon & Thurs from 11:00-12:30pm and Wed. from 11:00-1:00pm in both my office in 13-109 and via my [personal Zoom room](https://tacomacc-edu.zoom.us/j/2535665242) |



Contents

[**WELCOME Message** 3](#_Toc162703390)

[**Communication Policy** 3](#_Toc162703391)

[**Class Information** 3](#_Toc162703392)

[HIT 249 – Professional Development in HIM Careers 3](#_Toc162703393)

[**Course Modality** 3](#_Toc162703394)

[**Catalog Description** 3](#_Toc162703395)

[**Prerequisites** 4](#_Toc162703396)

[**Textbooks & Supplemental Materials** 4](#_Toc162703397)

[**Technology Required** 4](#_Toc162703398)

[**Learning Outcomes** 4](#_Toc162703399)

[**Course Learning Outcomes** 4](#_Toc162703400)

[**HIT AAS Program Learning Outcomes** 4](#_Toc162703401)

[**Instructional Methods Used** 5](#_Toc162703402)

[**Chosen Names and Pronouns** 5](#_Toc162703403)

[**Professor Expectations** 5](#_Toc162703404)

[**Student Expectations** 6](#_Toc162703405)

[**Recommended Study Habits** 6](#_Toc162703406)

[**Class Policies and Procedures** 6](#_Toc162703407)

[**Classroom Concerns/Disputes/Final Grade Appeal Process** 7](#_Toc162703408)

[**Academic Dishonesty** 7](#_Toc162703409)

[**Assessment Structure** 7](#_Toc162703410)

[**Grading Policy** 7](#_Toc162703411)

[**Graded Item Submission Guidelines** 8](#_Toc162703412)

[**Late Work** 8](#_Toc162703413)

[**Student Resources** 8](#_Toc162703414)

[**Access and Accommodations** 8](#_Toc162703415)

[**Safety** 9](#_Toc162703416)

[**Syllabus Subject to Change** 12](#_Toc162703417)

# Professor Information

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#### **WELCOME Message**

Hello and welcome to HIT 173! My name is Jonathan Eastabrooks and I live in the Lincoln District in Tacoma with my wife and two children. My son is medically complex (wheelchair/bed bound and trach/vent dependent) and has an amazing group of in-home nurses who help with his cares and therapies. While challenging, it has made me a better teacher having that experience of having to navigate our convoluted healthcare system in all of the settings. As a family we like to go on drives, attend low-key outdoor events, and go to the drive in often. Personally, I LOVE dark roast coffee, smoking meats, tinkering on projects around the home (our house is a historic 1908 home so there’s always something to do), swim/hike, and camp in our 1977 VW Bus.

-Jonathan

### **Communication Policy**

My preferred method of communication with you is email, which I check frequently. You can email me at any time, but you may not receive a response outside regular business hours. Generally, emails received before 3:00 p.m. will receive a response same day, and emails received afterwards will receive a response on the following business day. Business days are Monday–Friday, except for holidays.

Please set Canvas so that it sends you a message when I make a comment on your work. To do this, go to Canvas>Account>Notifications>Course Activities>Submission Comments. Click on the check mark for immediate notification to your home email or text, depending on what you prefer. You may also want to take a look at the other possible notifications and see what you would like to receive.

# General Class Information

### **Class Information**

### HIT 173 – Data Analytics

### **Course Modality**

This is a fully online course that is asynchronous. Everything is located within Canvas.

### **Catalog Description**

This course covers the basic fundamentals of data analytics, data management, and standards for the exchange of health information. Students will perform data analysis using Microsoft Excel.

### **Prerequisites**

HIT 125 with a minimum grade of C and HIT 126 with a minimum grade of C and HIT 145 with a minimum grade of C

### **Textbooks & Supplemental Materials**

**None**

### **Technology Required**

This is a online, asynchronous course meaning that the course is facilitated and assessed through Canvas. You will need regular access to a computer, internet, and a quality webcam. If you need support using technology or learning how to use Canvas, please visit the Information Commons in Building 16 on the first floor at the end of the hallway.

### **Learning Outcomes**

Learning outcomes let students know what they are expected to know and be able to do upon completion of a course, a specific program, or a degree.

To learn about TCC’s Degree Learning Outcomes, visit the [College Catalog](https://www.tacomacc.edu/academics-programs/collegecatalog).

### **Course Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. Apply health informatics concepts to the management of health information. (CC III.1)
2. Utilize technologies for health information management. (CC III.2)
3. Calculate statistics for health care operations. (CC III.3)
4. Report health care data through graphical representations. (CC III.4)
5. Describe the concepts of managing data. (CC III.6)
6. Manage data within a database system. (CC III.6.DM)
7. Identify policies and strategies to achieve data integrity. (CC I.3)
8. Evaluate data dictionaries and data sets for compliance with governance standards. (CC I.6.DM)
9. Evaluate ethical standards of practice (CC VI.7)

### **HIT AAS Program Learning Outcomes**

Upon successful completion of the HIT Associate of Applied Science program, students will be able to:

1. Use healthcare informatics and data analytics principles to analyze and address healthcare data.
2. Evaluate data management standards and best practices through the health data life cycle.
3. Analyze and apply healthcare policies and legislation to real-world scenarios.
4. Apply revenue cycle management and financial methodologies in healthcare settings.
5. Demonstrate professionalism and leadership skills by actively promoting equity, diversity, and inclusion through respectful communication, collaborative problem-solving, and ethical decision-making in healthcare settings.
6. Adhere to healthcare business operations, risk management, and quality principles by following protocols and applying best practices.
7. Demonstrate knowledge of foundational elements that support the healthcare industry, including regulatory compliance, healthcare systems and infrastructure, and ethical and professional standards.

### **Instructional Methods Used**

This class uses a variety of learning activities designed to support course objectives, different learning   
styles, and build a community of learners. Instructional methods and learning activities include the   
following:   
• Textbook and other reading assignments   
• Viewing and/or listening to recorded lectures and/or videos   
• Discussion board postings   
• Exploration of topics and written assignments   
• Graded assessments

# Professor and Student Expectations

### **Chosen Names and Pronouns**

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity. Class rosters don't list gender or pronouns, so you may be asked to indicate the pronouns you use so that I don't make assumptions based on your name and/or appearance/self-presentation. However, you are not obligated to share your pronouns. If you use a chosen name, please let me know. Chosen names and pronouns are to be respected at all times in the classroom. Mistakes in addressing one another may happen, so I encourage an environment of seriousness and openness to correction and learning. Thank you.

### **Professor Expectations**

As your professor, we will work to create an atmosphere that will encourage and support your mastery of course concepts. As such, objectives for which I will strive to meet include to:

* Get to know you and what your goals are for this class.
* Meet with you individually at least one time during the quarter.
* Maintain a safe and supportive learning environment.
* Administer fair and equitable policies and procedures to all students.
* Provide a schedule of activities that is clear and communicate changes by email and on Canvas.
* Grade assignments, quizzes, etc. within one week after the stated due date.
* Grade projects (if assigned) and hand them back to students in class no later than one week after the stated due date.
* Answer email within 1-2 business days.
* Provide feedback and comments that are thorough and meaningful.
* Be available for students during my office hours and by appointment and inform students of any changes to my office hours by email and Canvas.
* Equip students with general skills applicable to multiple career paths.

### **Student Expectations**

The general expectations of students in this class are:

* **Attend class:** Class time is when we make meaning of the readings and assignments. It is important that you come to class and engage in discussions and activities.
* **Participate:** Participation means to be engaged. Engagement in the online class is a vital part of your success. Be an active learner, engage in the activities provided to you. Read and listen to lectures, videos, etc. Ask questions when needed. Take advantage of my office hours, or email me if you have any questions.
* **Check Canvas:** Assignments and other assessments are in Canvas. Check Canvas at least three times per week to ensure you complete work on time and understand instructions.
* **Respect others:** Behave with respect toward each other including other students and your professor. Refrain from profane language or inappropriate/unrelated remarks. Refrain from wearing strong perfumes or colognes – this is a scent-free class.
* **Communicate with me:** Keep me updated of any circumstances that will not allow you to complete your work on time. I am here to help you learn and can be flexible if something unexpected comes up in your life.
* **Self-Advocacy:** Seek our resources you need to be successful. There are many resources available to help you succeed at TCC, for example the Writing and Tutoring Center, Access Services, and Counseling. Use the Student Resources Canvas page to access these resources and more.

If there is a concern with your behavior during this quarter, we will use the Student Code of Conduct to frame our discussion. For more information on TCC policies related to student behavior, please refer to the [TCC Classroom Standards and Culture](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) webpage.

### **Recommended Study Habits**

# Since we don’t meet at a specific time during the week in an online class, it can be very easy for time to slip away and students to get behind in coursework. I recommend planning adequate time every week for your credit load. The number of credits of each class will translate into the number of hours expected for each class.

# You should plan time at least 5 hours per week for reading material, watching/listening to lectures or videos, communicating with your classmates and your instructor, and completing practice work. In addition, you can expect to devote an average of 1 to 2 hours per credit each week for completing activities and assignments. As this is a five-credit class, you can reasonably expect an average of 5 to 10 hours of reading/homework each week.

# I also recommend that you don’t spend all of your online hours in the Canvas classroom on the same day. It’s important to visit the online class multiple times through the week in order to stay connected and on top of any messages or information I send out. Ideally, students will be able to schedule a little bit of time each day, or every other day to think about and work on this class.

# TCC Student Policies

TCC works hard to create a vibrant learning culture where you can succeed. Please refer to the [college-wide standards and policies](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) that support this important work. Some of these policies include Religious Accommodations, Withdraw/Retakes, and the Student Code of Conduct.

### **Class Policies and Procedures**

List your policies and procedures here to make your expectations clear. The following are examples and you can substitute your own, as needed.

**Example:**

**• Drop for Non-Participation:** It is extremely important that you log in and participate at least one time within the first 7 days of class. Students who do not participate by day 7 will be dropped from the class for non-participation. Participation can include: Posting to a discussion board, completing an assignment, or listening to a lecture or video.   
**• Due Dates:** All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas. **• Late work:** Application Exercises can be submitted up to 48 hours late no explanation needed.   
o Any assignment with the words Application Exercise in the title meets the criteria.   
o A penalty of 10% will be deducted from the final score **• Group work:** Group work is an element in this class. Please talk to me if you have any concerns or reservations about working in so we can discuss strategies to help you succeed.  **• Suspended operations:** In the event of the campus closing due to inclement weather, a power outage, or another unexpected event, please check your Canvas messages for updates on how we will adjust our course schedule. In the event you are unable to access Canvas via the Portal, please use this direct link: <https://tacomacc.instructure.com/courses/2164432>

### **Classroom Concerns/Disputes/Final Grade Appeal Process**

If you have questions or concerns about this class, please talk to me about them. If we are unable to resolve your concerns, you may talk next with the Program Chair, Corinne Jarvis at cjarvis@tacomacc.edu or 253.566.5077. Ms. Jarvis can assist with information about additional steps, if needed. If you think that your final grade has been given in error, please see the [final grade appeal process](https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy).

### **Academic Dishonesty**

In this class, academic dishonesty will result in a failing grade (“E”) for the assignment or the quarter. Direct copying is prohibited, while incorrect citation and referencing will result in points taken off. I also reserve the right to remove any inappropriate posts on Canvas such as, but not limited to, profanity or plagiarism. In such a case, you will lose posting privileges and be given alternate assignments. As stated in the TCC Catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students”. The complete Administrative Procedure for Academic Dishonesty is available on the [TCC website](https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty).

# Graded Items

### **Assessment Structure**

The assessment structure of this course is designed to assess your learning of the course learning outcomes. Each assessment is intended to help you learn about professional development in HIM and progress toward our course learning outcomes.

Table 1 shows the points possible and weight of each assessment category.

Table 1: Assessment Structure

| **Categories** | **Points Possible** |
| --- | --- |
| Assignments x23 | 329.5 |
| Quizzes/Exams x8 | 150 |
| **Total** | **479.5** |

### **Grading Policy**

Grades will be posted to Canvas as soon as assignments are graded, usually within two-four business days. If you think there has been an error, see me as soon as possible to have it corrected. Final grades will be assigned using the following scale:

Table 2: HIT AAS Program Grade Scale

| **Grade** | **Percent** |
| --- | --- |
| A | 92 to 100% |
| B | 83 to 91.9% |
| C | 76 to 82.9% |
| D | 64 to 75.9% |
| E | 63.9% and below |

Any final grade below 76% is considered a failing grade in the HIT AAS program.

### **Graded Item Submission Guidelines**

All assignments must be submitted through Canvas. Emailed assignments will not be accepted.

### **Late Work**

It is important to stay up to date on your assignments. Remember that falling behind only compounds the challenge in getting caught up and significantly increases your chances of poor performance. I have confidence that with regular participation and engagement in the material, you will succeed. The key is to manage your time wisely. Look ahead at upcoming assignments and analyze the requirements to be prepared for the amount of time each assignment will take. Stay organized and communicate with me regularly.   
   
The following work will be accepted late with the indicated late submission penalty

* A standard tardy penalty of 10% will be deducted from any assignment without prior permission for an extension.

Should an unexpected event or emergency prevent you from submitting any other assignment before   
the due date, the following policies will apply.

* In the case of a real, documented emergency, late submission will be accepted only if:   
  o You have contacted the instructor BEFORE the due date/time. Contact can be via voice   
  mail or email.   
  o You are able to provide proof of the emergency upon request.

An emergency is defined as: A severe illness, hospitalization, death, or vehicle accident of yourself or   
close family member.

### 

### **Student Resources**

During this quarter, you may encounter a need that goes beyond this class that affects your academic performance. We are here to help you be successful. You have access to great resources on campus and people ready to support you. Login to Canvas and access the [Student Resources](https://tacomacc.instructure.com/courses/1687752) course to learn about some of these excellent resources.

### **Access and Accommodations**

Your access in the learning environment is important to me. If you have already established disability accommodations with the Access Services office, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course. You can request that Access Services email your Letter of Accommodation to me, or you can provide me with printed copies.

If you have a disability or health condition that may benefit from accommodations to ensure access and support success in this course—and have not yet established services, please contact Access Services at (253) 460-4437 or access@tacomacc.edu.

Access Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Services are established through an interactive process that begins with an intake appointment. Access Services is located in Building 7.

### **Safety**

We care about the safety of our campus and community and all of us are needed in order to create a safe and secure learning environment. Please review the full list of safety resources available to you, which are listed on our [TCC Ready website](https://www.tacomacc.edu/tcc-life/campus-services/tcc_ready). Additionally, please watch [this brief video](https://vimeo.com/99287407) to familiarize yourself with our general safety practices. Please **program the Public Safety number into your cell phone (253-566-5111)** or 5111 from any campus phone (If this number is inoperable due to an emergency, dial **253-495-4146**) and [sign up for TCC Alerts!](https://www.tacomacc.edu/tcc-life/campus-services/campus-safety) to receive emergency notifications to your cell phone.

# Course Outline

The following course outline is subject to change as each instructional period is dynamic

Table 3: Course Outline

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Topic(s)** | **Learning Activities (reading, lectures, formative assessments, etc)** | **Assessments (graded assessments)** |
| 9/22-10/6 | Information Management and Information Governance | * [INTERACTIVE LECTURE - Introduction to Data Analytics](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-introduction-to-data-analytics) * [Required Reading - Structured and Unstructured Data](https://tacomacc.instructure.com/courses/2451993/pages/required-reading-structured-and-unstructured-data) * [INTERACTIVE LECTURE - Information Management & Information Governance Concepts](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-information-management-and-information-governance-concepts) * [Narrated Lecture - Information Governance for Healthcare](https://tacomacc.instructure.com/courses/2451993/pages/narrated-lecture-information-governance-for-healthcare) * [Required Reading - IG 101 Series](https://tacomacc.instructure.com/courses/2451993/pages/required-reading-ig-101-series) * [Narrated Lectures (2) - Data Analysis and Analytics](https://tacomacc.instructure.com/courses/2451993/pages/narrated-lectures-2-data-analysis-and-analytics) * [Excel Lecture 1 - Data Validation](https://tacomacc.instructure.com/courses/2451993/pages/excel-lecture-1-data-validation) | * [Assignment 1: EHR Go - Structured and Unstructured Data Activity](https://tacomacc.instructure.com/courses/2451993/assignments/33021521) * [Assignment 2: Case Study - IM and IG - Critical Thinking Assignment](https://tacomacc.instructure.com/courses/2451993/pages/$CANVAS_OBJECT_REFERENCE$/assignments/g4f1504d9045c62d1d907d77fb6d9b31f) * [Assignment 3: Discussion - HIM Roles - Analysis or Analytics (2 postings required)](https://tacomacc.instructure.com/courses/2451993/assignments/33021517) * [Assignment 4: Excel - Data Validation](https://tacomacc.instructure.com/courses/2451993/assignments/33021533) * [Extra Credit - Participation Points Module 1 Interactive Lecture](https://tacomacc.instructure.com/courses/2451993/pages/g703a0415ab623cec32b62079fe8b2f30) * [DB - Muddiest Point - Module One (extra credit)](https://tacomacc.instructure.com/courses/2451993/assignments/33021511) * [Module One Graded Quiz](https://tacomacc.instructure.com/courses/2451993/assignments/33021492) |
| 10/6-10/20 | Data Capture, Data Quality, Data Integration & Interoperability | * [INTERACTIVE LECTURE - Data Capture, Quality, Integration, and Interoperability](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-data-capture-quality-integration-and-interoperability) * [INTERACTIVE LECTURE - Data Technologies](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-data-technologies) * [Required Reading: Clinical Decision Support (CDS) Systems](https://tacomacc.instructure.com/courses/2451993/pages/required-reading-clinical-decision-support-cds-systems) * [Excel Lecture 2 - Filtering](https://tacomacc.instructure.com/courses/2451993/pages/excel-lecture-2-filtering) | * [Assignment 1: Case Study - Data Quality](https://tacomacc.instructure.com/courses/2451993/pages/$CANVAS_OBJECT_REFERENCE$/assignments/gb2e3fef9f74ef5e45c2e355f37911868) * [Assignment 2: EHR Go - Introduction to Clinical Reminders](https://tacomacc.instructure.com/courses/2451993/assignments/33021526) * [Assignment 3: EHR Go - Orientation to Data Analytics I](https://tacomacc.instructure.com/courses/2451993/assignments/33021529) * [Assignment 4: Excel - Filtering](https://tacomacc.instructure.com/courses/2451993/assignments/33021498) * [EXTRA CREDIT: INTERACTIVE LECTURE Participation Points: Data Technologies](https://tacomacc.instructure.com/courses/2451993/assignments/33021503) * [DB - Muddiest Point - Module Two (extra credit)](https://tacomacc.instructure.com/courses/2451993/assignments/33021512) * [Module Two Graded Quiz](https://tacomacc.instructure.com/courses/2451993/assignments/33021493) |
| 10/20-11/3 | Data Standards, Data Sets, Classifications and Terminologies | * [INTERACTIVE LECTURE - Data Standards, Data Sets, Classifications and Terminologies](https://tacomacc.instructure.com/courses/2451993/pages/interactice-lecture-data-standards-data-sets-classifications-and-terminologies) * Article: What makes data meaningful? JOA * [Required Reading: Data Standards Articles](https://tacomacc.instructure.com/courses/2451993/pages/required-reading-data-standards-articles) * Article: Building Interoperability Standards & Ensuring Patient Safety - AHIMA * [Excel Lecture 3 - Reports with Subtotals and Totals](https://tacomacc.instructure.com/courses/2451993/pages/excel-lecture-3-reports-with-subtotals-and-totals) | * [Assignment 1 - Data Sets Assignment](https://tacomacc.instructure.com/courses/2451993/assignments/33021519) * [Assignment 2: EHR Go - Classifications and Terminology Activity](https://tacomacc.instructure.com/courses/2451993/assignments/33021525) * [Assignment 3 - Building Interoperability Standards & Ensuring Patient Safety](https://tacomacc.instructure.com/courses/2451993/assignments/33021500) * [Assignment 4 - Concept Map: Data Standards, Data Sets, Classifications & Terminologies](https://tacomacc.instructure.com/courses/2451993/assignments/33021530) * [Assignment 5 - Excel: Reports with Subtotals](https://tacomacc.instructure.com/courses/2451993/assignments/33021496) * [Assignment 6: EHR Go - Applied Data Analytics II](https://tacomacc.instructure.com/courses/2451993/assignments/33021535) * [EXTRA CREDIT: Interactive Lecture Participation Points: Data Standards, Data Sets, Classifications & Terminologies](https://tacomacc.instructure.com/courses/2451993/quizzes/8748029) * [DB - Muddiest Point - Module Two (extra credit)](https://tacomacc.instructure.com/courses/2451993/assignments/33021512) * [Module Three Graded Quiz](https://tacomacc.instructure.com/courses/2451993/assignments/33021510) |
| 11/3-11/17 | Research Methods & Ethical Issues | * [INTERACTIVE LECTURE - Research Methods and Ethical Issues](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-research-methods-and-ethical-issues) * [Required Reading: Horton Textbook: Chapter 12 - Basic Research Principles](https://tacomacc.instructure.com/courses/2451993/pages/g6bf41a424b629cd26f777f173d3503c5) | * [Assignment 1 - Discussion: AHIMA Foundation Research Article (2 postings required)](https://tacomacc.instructure.com/courses/2451993/assignments/33021518) * [Assignment 2 - Ethics Scenario](https://tacomacc.instructure.com/courses/2451993/pages/$CANVAS_OBJECT_REFERENCE$/assignments/g8e91924b36eb9e9e802e6da20c37c9aa) * [Assignment 3: EHR Go - Applied Data Analytics III](https://tacomacc.instructure.com/courses/2451993/assignments/33021527) * [Assignment 4: EHR Go - Orientation to Data Visualization IV](https://tacomacc.instructure.com/courses/2451993/assignments/33021532) * [EXTRA CREDIT: Interactive Lecture participation points: Research Methods & Ethical Issues](https://tacomacc.instructure.com/courses/2451993/quizzes/8748037) * [DB - Muddiest Point - Module Four (extra credit)](https://tacomacc.instructure.com/courses/2451993/assignments/33021514) * [Module Four Graded Quiz](https://tacomacc.instructure.com/courses/2451993/assignments/33021495) |
| 11/17-12/5 | Analytics in Practice | * [INTERACTIVE LECTURE - Tools for Data Organization](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-tools-for-data-organization) * [Required Reading: Biedermann Textbook - Ch 6: Data Warehouses and Data Marts](https://tacomacc.instructure.com/courses/2451993/pages/gd108c2286c93bde8d0aa8b3cf30cef61) * [Narrated Lecture: Relational Databases and SQL](https://tacomacc.instructure.com/courses/2451993/pages/narrated-lecture-relational-databases-and-sql) * [INTERACTIVE LECTURE - Analytics in Practice](https://tacomacc.instructure.com/courses/2451993/pages/interactive-lecture-analytics-in-practice) * [Narrated Lecture: Visualization Basics](https://tacomacc.instructure.com/courses/2451993/pages/narrated-lecture-visualization-basics) * [VIDEOs: Tableau](https://tacomacc.instructure.com/courses/2451993/pages/videos-tableau) * [Excel Lecture 4 - Pivot Tables](https://tacomacc.instructure.com/courses/2451993/pages/excel-lecture-4-pivot-tables) | * [Assignment 1 - Relational Databases and SQL](https://tacomacc.instructure.com/courses/2451993/assignments/33021494) * [Assignment 2 - Data Visualization](https://tacomacc.instructure.com/courses/2451993/assignments/33021490) * [Assignment 3: EHR Go - Clinical Reminder Data Visualization V](https://tacomacc.instructure.com/courses/2451993/assignments/33021528) * [Assignment 4 - Group Assignment - Data Dictionary](https://tacomacc.instructure.com/courses/2451993/assignments/33021531) * [Assignment 5 - Excel: Pivot Tables](https://tacomacc.instructure.com/courses/2451993/pages/$CANVAS_OBJECT_REFERENCE$/assignments/g77fe0c0f11c4a4686de39bcd4ceeb740) * [EXTRA CREDIT: Interactive Lecture participation points: Analytics in practice](https://tacomacc.instructure.com/courses/2451993/quizzes/8748036) * [End of Course Survey - Extra Credit](https://tacomacc.instructure.com/courses/2451993/assignments/33021502) * [DB - Muddiest Point - Module Five (extra credit)](https://tacomacc.instructure.com/courses/2451993/assignments/33021515) * [Module Five Graded Quiz](https://tacomacc.instructure.com/courses/2451993/assignments/33021509) |
| Final Exam Week | Everyone must choose **one** of the following and complete their chosen final by **12/11**:   1. Final Exam Quiz - 50 questions covering all modules. Timed quiz, 90 minutes. 2. Essay Questions - 2 essay questions that must be answered **in depth** - using in-text citations and resources with APA format. | | |

### **Syllabus Subject to Change**

This syllabus is subject to change. Students will be notified of any changes as soon as possible using multiple means of communication. Please check Canvas for the most updated schedule and assignment list during the quarter.