



# Tableau Group Syllabus



## I. Overview

Tableau is a user-friendly data analysis software used to create data visualizations and perform calculations. Tableau is the most popular software for data analysis, due to its simple design, convenience, and powerful data processing abilities. In this class, you will learn how to effectively build dashboards and datasets, using the expansive list of features that Tableau has to offer.

## II. Contact Information

Instructor – Samuel Petit

Phone: 330-316-5552

Email: [petit.50@osu.edu](mailto:petit.50@osu.edu)

## III. Attendance

Attendance will be taken via a sign in sheet at the beginning of class, if you are going to miss it is required that you text or email me before the start of class to let me know.

Attendance for each class is worth 5 points:

- **5 points** – Arrives to class on time
- **3 points** – Misses class but informs instructor in advance to receive the necessary information about the missed class period or attends class but does not use camera.
- **0 points** – Misses class without class without notifying instructor

## IV. Grading Distribution

Attendance – 35%

Weekly Assignments – 30%

Final Project – 35%

## V. Weekly Assignments

Every class period, we will have an assignment that covers what we discussed during that class. You may have class time to work on the assignment, but if it is not completed by the end of class you can complete it as homework. All these assignments are due before the start of the next class. Assignments will be submitted via the Carmen page. If you miss a class period, you are still required to have the assignment completed by the next class and you should contact me or one of your peers to get the details of the assignment. There will be a total of 6 assignments. Each is worth a total of 5 points.

- **5 points** – Assignment is turned in on time and is complete.
- **3 points** – Assignment is turned in late or is incomplete.
- **0 points** – Assignment is not turned in by the end of the 7 week session.

## VI. Required Materials

A laptop or PC with a webcam and microphone is required, so that you can follow along and complete the daily assignments. You will also need to have Tableau Desktop installed on your laptop, which I will be going over how to install it on the first-class period.

## VII. Final Project

During the last couple weeks of the group, I will introduce the final project and give you guys time to work on it. For the final project, you will be creating a dashboard with a series of visualizations

## VIII. Additional Resources

- If you need additional help with using Tableau Desktop, the Tableau website has helpful tutorials - <https://www.tableau.com/support/desktop>
- Helpful Tableau video series - <https://www.lynda.com/Tableau-tutorials/Tableau-Essential-Training/618727-2.html>
- If you need additional data to practice with, here is a website that features free and easy to access data sets - <https://data.world/>

## IX. Weekly Overview

Meeting 1	<ul style="list-style-type: none"><li>• Go over syllabus</li><li>• Introduction to data vis. / Tableau</li></ul>
Meeting 2	<ul style="list-style-type: none"><li>• Visualizations in Tableau</li></ul>
Meeting 3	<ul style="list-style-type: none"><li>• Functions in Tableau</li><li>• Grouping</li></ul>
Meeting 4	<ul style="list-style-type: none"><li>• Dashboards</li></ul>
Meeting 5	<ul style="list-style-type: none"><li>• Stories</li><li>• Finding Data Sets</li></ul>
Meeting 6	<ul style="list-style-type: none"><li>• Work on final project</li></ul>
Meeting 7	<ul style="list-style-type: none"><li>• Discuss/Present final projects</li></ul>