GSC Campus: Online

Term/Year: Fall 2022

Course Dates: 9/19/2022 – 12/9/2022

Meeting Times: By Appointment

Instructor Name: Dr. Tony Sulpizio (Dr. T)

Email Address: arsulpizio@granite.edu

Phone #: 860-334-9668

Availability: By Appointment

**Course Description (DAT510)**

Data Analytics is critical in today’s complex organization and decision-making processes. In this Introduction to Data Analytics, the students will start laying the foundation for will make a data analytics program successful in any business.

Students will review the Data Managament Body of Knowledge (DMBOK) guide. The DMBOK will be used to facilitate defining the data lifecycle (DLC); which will include the system development lifecycle (SDLC) .

In addition to learning new terms and processes the student will delving into the different ares that encompass data governance and how it will be important to an organizations data management plan.

**Prerequisites**

Suggest MGMT-502

**Learning Outcomes**

Upon course completion, students will have a practical, working level knowledge and understanding of:

1. Define data analytics, data analysis, and data governance.
2. Identify and demonstrate different data analytics techniques which may include data mining, data wrangling, data analysis, and data transforming.
3. Explain the difference between reporting and analysis.
4. Recognize the value of conducting data analysis to help in the decision-making process.

**Course Resources:**

|  |  |
| --- | --- |
| Resource Number | Resources |
| 1 | Data Management Body of Knowledge (DMBOK) (Latest Version) |
| 2 | Microsoft Excel 2019 Data Analysis and Business Modeling  Wayne Winston, Sixth Edition  ISBN: 978-1-5093-0588-9 |

**Teaching Philosophy**

This course is intended to be interactive, as more participation will enhance student learning. Each week you will view lecture materials, read more about the lecture topic in your course text and then you will participate in the Discussion Forum and complete assignments where you will have a chance to apply what you have learned.

Each week, you will be expected to:

1. Review the week's learning objectives.
2. Complete all assigned readings.
3. Read and review all lecture materials for the week.
4. Participate fully in the Discussion Forum per the Rubric requirements.
5. Complete and submit all assignments by the due dates.

Unexcused late submissions will receive 10% deduction; no submissions will be accepted more than 7 days after the original due date. No extensions to the DB beyond Day 7 @ 11:59pm local time will be granted unless prior arrangements have been made with the instructor.

**Instructor’s Biographical Information**

Dr. Tony Sulpizio – DM currently employed by Department of Defense in Portsmouth NH as a Project Manager for the Data Analytics Division. Tony has over 25 years’ experience in all phases of the project management and data analytics. I enjoy spending time with my family and playing video games with my children.

**Course Policies**

**Professional Relationships and Ethics**

The highest standards of ethics are expected both at GSC. This includes maintaining confidentiality, respect for human rights and for the values of others, and a positive attitude. Peer relationships within this course are expected to be respectful, considerate, and supportive.

**Extended Sickness and Personal Circumstances**

Success in this course requires regular and consistent participation. If you find yourself in a situation in which this becomes a problem, contact the instructor immediately to discuss your ability to complete the course and your options.

**Computer Problems and Saving Work**

Computer’s malfunction: A computer breakdown is NOT a valid excuse for late work. You are responsible to have contingency plans and to back up all work frequently. It is recommended that you create and save backup files to other electronic storage devices for every piece of work in this class.

**Late Assignments**

In professional fields, staff and other community members must adhere to strict timelines. Completion of coursework in a timely manner indicates the ability to meet professional requirements. Therefore, work that is late will affect your grade. Any assignment received later than Sunday night, 11:55pm (Eastern) (unless a different due date is reflected within Moodle), will be considered late. I do not accept late assignments including discussion posts. Late assignments and posts will receive no credit.

I recognize that sometimes life gets in the way of your best intentions. This includes **unplanned** deployments or family emergencies. If you find yourself with a situation, you should discuss it with me before it results in a late assignment.

Additionally, students will be expected to:

* Use the text and additional materials provided by the instructor.
* Combine theory learned from the book and course materials with the experience gained from real-world practice.
* Build upon the course learning gained from PM 800.
* Use relevant concepts to analyze and assess and explain yourself on the Discussion Forum.
* Deliver assignments on time. Assignments submitted after the specified deadline will be penalized 10%, with no submissions accepted more than 7 days after the due date. The only exception is if student makes arrangements or come to an extension agreement more than 24 hours prior to the due date. Extensions will be granted on a case-by-case basis.

Discussion Posts submitted late (Day 7, after the Discussion Forum closes each Sunday evening @ 11:59pm EST) will not receive any credit, with no opportunity for make-up available.

**APA Style Requirements [Latest Edition]**

All course work must follow the Publication Manual of the American Psychological Association. The APA manual is available for purchase or online guidance for using this style is available [here](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html).

**Course Methods**

Each week, students will be expected to:

|  |  |
| --- | --- |
| Task | Estimated Time |
| Complete all assigned readings |  |
| Complete all lecture materials for the week |  |
| Participate in the Discussion Board \* |  |
| Work on assignments and submit any required by the due dates |  |

\* Discussion Board – students are expected to provide 3 responses to each week’s discussion topic(s): 1 initial response to the discussion topic and 2 secondary responses to other student’s primary responses.

**Description of Course Activities and Requirements**

**Engagement**

Participation in the discussion board is a large part of this online course. Three responses are required weekly. All responses to discussion topics must be clear, concise and of high quality. The first response is the initial response to the weekly discussion topic. The second and third responses are responses to other student’s responses. One or two-word answers such as; yes or I agree, are unsatisfactory responses and will not receive any credit. Long worded responses that are unclear and hard to understand will also be considered unsatisfactory responses and will not receive any credit.

Responses to discussion boards are as follows:

* 1st response (initial response) must be posted each week by Wednesday night at 11:59 pm (Local Time)
* 2nd and 3rd responses must be posted each week by Sunday night at 11:59pm (Local)
* Posts submitted late will not receive any credit and deduct from the engagement portion of your grade
* Grading details are contained in the Rubric on the course site

**Final Project and Presentation**

The Final Project will be 20% the Final Project Presentation will be 20% of your grade. The final project will consist of elements that were discussed in class. This is an individual assignment. Weekly readings and forum discussions can serve as valuable resources for your paper. However, you will want to do additional research to enhance you project. Specific project requirements will be in the course on Canvas.

**Grading**

Rubrics associated with each classification of activity can be found within the Course Resources folder within the course Moodle site.

**Grading Percentages**

|  |  |
| --- | --- |
| Participation in the Discussion Forums | 15% |
| MS Excel Demos | 10% |
| Data Analysis | 15% |
| Milestone One | 10% |
| Milestone Two | 10% |
| Final Project Submission | 20% |
| Final Project Presentation | 20% |
| **Total Percentage** | **100%** |

**Granite State College Standard Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE** | **PERCENT** | **GRADE POINTS** | **LEVEL OF ACHIEVEMENT** |
| A | 95-100 | 4.0 | Outstanding |
| A- | 90-94 | 3.67 |  |
| B+ | 87-89 | 3.33 |  |
| B | 84-86 | 3.0 | Satisfactory |
| B- | 80-83 | 2.67 |  |
| C+ | 77-79 | 2.33 |  |
| C | 74-76 | 2.0 | Below Average |
| C- | 70-73 | 1.67 |  |
| F | ≤69 | 0 | Failure, no credit |
| *To be in good academic standing, a student must maintain a cumulative GPA of at least 3.0, the minimum GPA required for graduation.* | | | |

**Other Grades**

1. **AF (Administrative Failure):** An AF grade will be assigned to the student who stops participating early in the course and has not completed coursework sufficient for the assessment of course outcomes or has stopped attending without formally withdrawing. An AF counts as an F grade in the calculation of grade point averages and may have implications under policies on degree progress and financial aid/student accounts.
2. **IC (Incomplete Coursework):** In extenuating circumstances an Incomplete (“IC”) grade may be assigned at the instructor’s discretion, and in accordance with the eligibility requirements set forth. Students may request an “IC” grade for more time to complete required coursework, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and any additional factors that the instructor deems relevant. To be eligible for an “IC” grade, students must be passing the course at the time of the request and must have completed at least 75 percent of the major coursework as specified in the syllabus.

All “IC” grades require a written agreement specifying the remaining coursework required for completion and timeline for removal of the “IC” grade. This agreement must receive approval of the instructor and the Dean, or assigned designee, of the department or program. If the coursework is not completed within the prescribed timeframe, the “IC” will automatically change to an “F”.

You will find the specific reading and written assignments, as well as the general topic for the week in the following table. A suggested “Best practice” is to make a note of these dates in your calendar, so you don’t lose sight of the required due dates.

**Course Schedule & Topics**

*Note: The following may change at the instructor’s discretion. Refer to Moodle for the weekly details for readings, videos, discussion forum questions and assignments.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **TOPIC** | **READING/VIEWING** | **Analytic Assignments** | **Written Assignments** |
| **1** | Intro to Data Governance and Data Analytics | Review syllabus,  DMBOK Chapter 1  Winston Chapter 42 | Winston Chapter 42: Validating Data | Discussion Board |
| **2** | Data Management | DMBOK Chapter 2  Winston Chapter 26 |  | Discussion Board |
| **3** | Data Governance | DMBOK Chapter 3  Winston Chapter 39 | Demo | Discussion Board |
| **4** | Data Architecture Management | DMBOK Chapter 4  Winston Chapter 16 |  | Milestone 1 |
| **5** | Data Development | DMBOK Chapter 5  Winston Chapter 43 | Winston Chapter 43: Summarizing Data with Charts | Discussion Board |
| **6** | Data Operations Management | DMBOK Chapter 6 |  | Discussion Board |
| **7** | Data Security Management | DMBOK Chapter 7  Winston Chapter 29 | Demo | Discussion Board |
| **8** | Reference and Master Data Management | DMBOK Chapter 8 Winston Chapter 29 |  | Milestone 2 |
| **9** | Data Warehousing and Business Intelligence Management | DMBOK Chapter 9  Winston Chapter 20 | Winston Chapter 46: Data Model | Discussion Board |
| **10** | Document and Content Management | DMBOK Chapter 10  Winston Chapter 21 |  | Discussion Board |
| **11** | Meta-Data Management | DMBOK Chapter 11 |  | Final Project  Discussion Board |
| **12** | Data Quality Management | DMBOK Chapter 12 | Winston Chapter 47: Power Pivot | Final Project Presentation  Discussion Board |

**Summative Assessment for Final Project**

The basis of assessment would center on the learner’s ability to be able to look at a data set and conduct an analysis. Then be able to take the analysis that was completed and provide a written and verbal presentation of the findings. The presentation would be an overview of trends and analytic outcomes based on the data provided. The learner must be able to support the trends and the type of the analysis conducted as it pertains to the decision-making process.

**Helpful Information and Granite State College Policies**

**Library Services**

The College Librarian is available to help you plan your research strategy and cite your sources. Contact the College Librarian via e-mail ([gsc.library@granite.edu](mailto:gsc.library@granite.edu)) or by phone (603-513-1132). You have access to electronic books, journal articles, and more through the GSC Library (Discovery Service).

You have two ways to access the GSC library:

* Go to the library homepage ([http://library.granite.edu](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibrary.granite.edu%2F&data=02%7C01%7Cjulie.moser%40granite.edu%7Cc5bf3e8468b848b74ef008d80658d3f2%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637266325867334973&sdata=gKmi%2FYc3iDYbo8yimfpLE0PXtxMIVwz58zpMPiTd5ZQ%3D&reserved=0))
* Or, click on one of the library links under Library & Research Help in any Moodle course.

**Academic Support Services**

Online, 24-hour-a-day tutorial support as well as individual face-to-face tutoring options are available to students. Specific resources include Basic skills preparation in reading, writing and math support, study and research skills, time management tips and assistance in identifying online resources. Campus team members work closely with faculty and the academic administration to foster academic success. Please contact the Academic Support Coordinator at 603.513.1140 for additional details or visit [www.granite.edu/advising-support](http://www.granite.edu/advising-support).

**Technical Assistance**

For assistance with issues related to accessing Moodle, Go.Granite email, WebRock, online courses or other technical issues related to any of the Moodle tools, please visit the GSC IT Service Desk ([https://it.granite.edu](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fit.granite.edu%2F&data=02%7C01%7Cjulie.moser%40granite.edu%7C297c6f2ea4954af6012708d7f06f2db1%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637242232606273949&sdata=y5slEqVu8pEa06xcLEsaOlm2nQb%2BQ3c2Jcv8ABNxuxE%3D&reserved=0)) for answers to the most frequently asked questions. The IT Service Desk page can be used to submit an online help request form or call 1-888-372-4270**.**

**Documented Disabilities / Americans with Disabilities Act**

Granite State College Student Disability Services is committed to helping students become engaged, self-advocating, independent learners. We seek to promote accessible learning environments where students with disabilities experience equal access and full participation.

Granite State College, in accordance with the American Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, will provide eligible students with a documented disability reasonable accommodation(s) in order to ensure equal access to college programs and activities.

To apply for accommodations, please contact GSC Student Disabilities Services (SDS) at (603) 513-1140, by email - [GSC.SDS@granite.edu](mailto:GSC.SDS@granite.edu), or download the application directly at [www.granite.edu/disability-services](http://www.granite.edu/disability-services).

**ACADEMIC HONESTY**

Joining an academic community is a privilege with a long and honored history. All who join the community share in this history and, as in any community, all are charged with maintaining the integrity and standards of the academy. A primary function of this community is to stimulate scholarship that creates new knowledge or verifies existing knowledge. Academic dishonesty, therefore, seriously undermines the integrity of the academic community and interferes with this quest for knowledge. Such dishonesty hurts everyone. In particular, students who cheat diminish the value of their education and weaken their prospects for future academic successes. Our policies emphasize the seriousness of academic dishonesty and give faculty some options for handling violations of these standards. Faculty and students have a joint responsibility to ensure the integrity of the academic experience.

DEFINITIONS

To ensure that students, faculty, and staff are operating within common guidelines, the following definitions of academic dishonesty are provided.

PLAGIARISM

Plagiarism is defined as the unattributed use of the ideas, evidence, or words of another person, or the conveying of the false impression that the arguments and writing in a paper are the student’s own. Plagiarism includes, but is not limited to, the following:

1. The acquisition by purchase or otherwise of a part or the whole of a piece of work which is represented as the student’s own.
2. The representation of the ideas, data, or writing of another person as the student’s own work, even though some wording, methods of citation, or arrangement of evidence, ideas, or arguments have been altered.
3. Concealment of the true sources of information, ideas, or argument in any piece of work. The Granite State College Library has a number of resources, including a workshop, to help students avoid plagiarism. Contact the library at [gsc.library@granite.edu](mailto:gsc.library@granite.edu) for more information.

CHEATING

Cheating involves turning in work that is not one’s own, as in giving, receiving, or using assistance not explicitly sanctioned by the instructor on exams, quizzes, projects, written assignments, and other forms of assessment. Other forms of cheating include purchasing assignments, unauthorized collaboration, and turning in the same work for more than one course when the faculty members involved have not given their explicit permission to do so.

POLICY

Plagiarism and cheating are unacceptable in any form. They are serious violations of academic honesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.

**Academic Credit Hour**

Granite State College adheres to the federal definition of credit hour. For **each credit hour**, the College requires, at a minimum, 37.5 hours of total instructional engagement. In general, about one-third of this work will be direct faculty instruction, and two-thirds will be comprised of other academic activities. Direct faculty instruction may include, but is not limited to, classroom instruction, e-learning, laboratory work, studio work, field work, clinicals, performance, internships, and practica. Other academic activities may include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Regardless of instructional delivery method and length of term, students are required to meet the course’s learning outcomes and the minimum amount of total instructional engagement for each credit hour.

**Responsible, Professional, and Effective Inter-personal Behavior and Communication**Enabling you to develop responsible, professional, and effective skills and habits of inter-personal behavior and communication is a primary goal of this course and your degree program at GSC. Throughout this course you will be expected to interact with all students, faculty, and staff within the GSC community with respect and in accord with applicable policies and laws. Your performance in this course will be assessed in part on your success in practicing these skills and habits and meeting these expectations. If you have any questions about these goals and expectations or their application in a specific circumstance, please ask your course instructor for guidance.

**Turnitin Use Policy**

Granite State College makes use of Turnitin.com, an online service that checks students' work for improper citation or potential plagiarism by comparing it against the works of others in the Turnitin database as well as online sources. Students taking this course agree that all required work may be submitted to Turnitin and also agree to their terms of use. Works submitted to Turnitin will become source documents in their reference database solely for the purpose of detecting plagiarism of other students’ work. Students retain copyright of their own work. Turnitin takes extreme measures to protect users’ privacy, which can be reviewed in their Privacy Center. (<https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm>)

**Code of Conduct**

Membership in society implies minimal norms for civil behavior towards one another. It is expected that all members of the college community treat faculty, staff, and fellow students with respect. Students need to be knowledgeable of and comply with college policies. Students are accountable for their actions and the consequences of any behavior that is inconsistent with these values and expectations.

For a complete description of the Granite State College Code of Conduct Policy and Process, please refer to the student handbook: https://www.granite.edu/current-students/academics/academicresources/student-handbooks/. Students with conduct questions or those who would like to report an incident may contact the Director of Student Affairs/ Title IX Coordinator at 603-513-1328.

**Title IX (20 U.S.C. § 1681) Statement:**

Title IX of the Educational Amendments of 1972, 20 U.S.C. section 1681 is a federal civil rights law prohibiting discrimination on the basis of sex in education programs and activities.  This includes all forms of gender and sex based discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking. Granite State College maintains a zero tolerance policy for sexual misconduct. For more information on Title IX, GSC’s Sexual Misconduct Policy or to report an incident, please contact [GSC.TitleIX@granite.edu](file:///C:\\Box\\Box%20Sync\\GSC\\Academic\\Syllabi\\GSC.TitleIX@granite.edu) or 603.513.1328.

**Confidentiality and Mandatory Reporting**:

To ensure a safe and productive educational environment for all students, the college requires faculty members to report incidents of sexual violence and harassment shared by students to the college’s [Title IX Coordinator](mailto:GSC.TitleIX@granite.edu). If a student wishes to speak to a confidential service provider who does not have this reporting responsibility, please visit [www.granite.edu/sexual-misconduct](http://www.granite.edu/sexual-misconduct) for a complete listing of resources.

**Weather & Emergency Cancellation Policy & Alerts**

Decisions to close or delay opening of an Academic Center will be made NO LATER THAN 6:30 AM.  Decisions to cancel evening classes will be made NO LATER THAN 3:00 PM. Closings will be announced on WMUR TV as well as its website [www. wmur.com/closings](http://www.wmur.com/closings) (a link is also provided on the homepage of the GSC Website: [www.granite.edu](http://www.granite.edu) and New Hampshire Public Radio’s website: <http://www.nhpr.org>). If a class is cancelled, students should contact their instructor for any make-up instructions.

Granite State College participates in the University of New Hampshire's emergency notification system, **UNH Alert**, which allows students, faculty, and staff to receive a message in the event of an emergency. These brief messages can be sent directly to your e-mail or cell phone, and will notify members of the college community about:

* Weather-related cancellations at our regional and academic campuses.
* Emergency situations that may affect students, faculty, and staff.
* Curtailed operations at the College resulting from an urgent circumstance.

Learn more at: <https://www.granite.edu/current-students/advising-support/safety-security/>

**Institutional Assessment**

Assessment is an ongoing process that enables the College to improve its programs, courses, and teaching methods. Institutional evaluation may be embedded in tests, exams and other measurements of student learning. As members of a learning community, students, faculty and staff will be expected to participate in the important process of assessment on occasion. Confidentiality of any data that identify participants is maintained.

**Class Recording**

Lecture or other class meetings for this course may be recorded by the College using media platforms. Such recordings may be available for educational use by other students enrolled in the class (including both for instruction and as a review tool), the course instructor(s), and other College officials who support course instruction. Your voice or image may be captured on the recordings, and by enrolling in this course you are consenting to such recording for these purposes.