ANLY640

Course Summary

Course : ANLY640 **Title :** Data Management
Length of Course : 8
Prerequisites : BUSN662 **Credit Hours :** 3

Description

Course Description: This course covers the elements of research, data collection, sampling, and data management including creating a broad range of quantitative and qualitative data and applying research methodologies while navigating rights and ownership and other ethical components. This course integrates quantitative and qualitative data management to prepare learners to understand how to inventory, store, and backup data. As well as how to create useable data to use, share, ethically reuse data, and covers aspects of digitally preserve data for the future. Students will also learn to create and data management plan. (PREREQUISITE: BUSN662)

Course Scope:

This course provides an extensive overview of the development of data management plans including the technological user end. This course will cover data governance as it applies to industries and agencies. Students will learn research methods and large dataset storage and transferring of data. They will learn processes and the integrity of sharing data and creating policies to provide an organized structure to the data governance program.

Objectives

After successfully completing this course, you will be able to

CO – 1: Identify types of Research Methodologies

CO – 2: Identify Components in Data Management processes

CO – 3: Demonstrate how to Inventory, Store, & Backup Data

CO – 4: Illustrate how to find Data Sources and/or Reuse Data

CO – 5: Explain the process of Digitally Preserving Data for future use.

CO – 6: Create Usable Data

CO – 7: Integrate Quantitative and Qualitative Concepts of Data Analysis into an Organization

CO – 8: Develop a Data Management Plan

Outline

Week 1:

Topic

Research Methods and Scientific Data Management

Learning Objectives

CO1, CO7

Readings

Chapter 1. Scientific Data Management

Assignment

Discussion Board

Week 1 Assignment

Week 2:

Topic

Introduction to Data Governance and Governance Solutions

Learning Objectives

CO2, CO4, CO8

Readings

Ch. 1 Data Governance: - Introduction to Data Governance

Assignment

Discussion Board

Week 2 Assignment

Week 3:

Topic

The Scope and Elements of Effective Data Governance

Learning Objectives

CO2, CO3, CO5, CO6

Readings

Ch. 3 Data Governance

Assignment

Discussion Board

Week 3 Assignment

Week 4:

Topic

Coordinating access and transferring Data

Learning Objectives

CO2, CO3, CO4

Readings

Ch. 4 Data Governance:

Ch. 4 Scientific Data Management

Assignment

Discussion Board

Week 4 Assignment

Week 5:

Topic

Characteristics of Scientific Data

Learning Objectives

CO2, CO3,CO5, CO6

Readings

Ch. 6 Data Governance:

Ch. 6 Scientific Data Management

Assignment

Discussion Board

Semi-Comprehensive Week 5, 6, & 7 Assignment

Week 6:

Topic

Creating a Data Management Plan

Learning Objectives

CO3, CO6, CO8

Readings

Ch. 7 & 8 Data Governance:

Ch. 8 Scientific Data Management

Assignment

Discussion Board

Semi-Comprehensive Week 5, 6, & 7 Assignment

Week 7:

Topic

Data Governance Artifacts and Tools

Learning Objectives

CO5, CO6, CO8

Readings

Ch. 11 - 14 Data Governance:

Ch. 10 Scientific Data Management

Assignment

Discussion Board

Semi-Comprehensive Week 5, 6, & 7 Assignment

Week 8:

Topic

Data Governance in Organizations Domestic and Global

Learning Objectives

CO2, CO7, CO8

Readings

Review Chapters 8 - 14

Assignment

Final Exam

Evaluation

Reading Assignments: Reading assignments are required but not graded.

Supplemental Readings: Required but not graded.

Forum Assignments: Discussion Board assignments will be graded on timely posts of main discussion & interactive posts that are substantive in content, and include at least one academic reference. All posts should have correct grammar, analysis, and relevance to topic of discussion. See specific participation policy posted to W1 Forum.

Homework Assignments: Students will be given homework assignments that will be submitted in a Word document with APA format written summaries and use of Excel Spreadsheets. Note that Excel work details are required and must be submitted. The grading criteria for the word document will be a minimum requested page number, APA format, grammar, mechanics, and content analysis including interpretation of Excel or software outputs. The criteria for the Excel spreadsheet is to create a spreadsheet with outputs, tables, charts, or lists to show your work details and calculations.

Exams/Quizzes: There will be some quizzes in addition to a Final Exam in the last week of class.

Grading:

Name	Grade %

Materials

Book Title: Data Governance: How to Design, Deploy and Sustain an Effective Data Governance Program, 1st ed. (ebook available through the APUS Online Library)

Author: John Ladley

Publication Info: Elsevier

ISBN: 9780124158290

Required Course Textbooks

Data Governance: How to Design, Deploy and Sustain an Effective Data Governance Program (The Morgan Kaufmann Series on Business Intelligence)1st Edition by John Ladley (Author).

Supplement Text: Scientific Data Management, Arie Shoshani, Publisher: Chapman and Hall/CRC, Edition: 1st, Print ISBN: 9781420069808, 1420069802, eText ISBN: 9781420069815, 1420069810

Web Sites: In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name   WebSite URL/Address

American Psychological Association (APA) Style Website	www.apastyle.org
Purdue Online Writing Lab	http://owl.english.purdue.edu/owl/resource/560/01/
Regression Examples	http://www.stat.ufl.edu/~winner/Regression_Examples.html
Business Analytics Techniques	http://businessanalytics.com/

Course Guidelines

Writing Expectations

Students will provide scholarly writing and submit organized and transitional writing with substantive content. The writing should exhibit in-depth critical thinking processes. Students will provide a thorough analysis providing examples, statements, resources, contrasts, and comparisons which prove their argument or summary with credible sources. Final drafts should be reviewed for errors prior to submitting for a grade.

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptableresolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or

HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- **Humor Note:** Despite the best of intentions, jokes and<u>especially</u>satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), J

<u>Disclaimer Statement</u>

Course content may vary from the outline to meet the needs of this particular group.

<u>Academic Services</u>

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Tutor.*com: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more.Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- *Disability Accommodations*:Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (http://apus.libguides.com/index.php)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.

- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need isnot available yet, please email the APUS Library: librarian@apus.edu.

<u>Turnitin.com</u>

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)

- [Extension Requests](#)

- [Academic Probation](#)

- [Appeals](#)

- [Disability Accommodations](#)

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