Instructor: Paul Gangarosa, MPH  
Class days: MWF  
Class times: 11 - 11:50  
Room Number: ECTR 108  
Instructor email: gangarosap@cofc.edu  
Office: Silcox 223  
Office hours: By appointment

Course Description: This class will cover database design concepts and database management. We will use two popular software programs: Epi Info and SAS.

Student Learning Outcomes:  
Using a combination of lecture and in class exercises using the Epi Info manual and SAS book, students will learn the fundamentals of optimal database design and management.

Students will design and create databases using Epi Info software  
Students will generate reports using Epi Info and SAS software  
Students will construct descriptive maps using Epi Info software  
Students will determine optimum form design for data entry

Course Objectives  
Students will understand the various field types used in databases and when to use them  
Students will understand how to use Epi Info to assist in outbreak investigations and monitoring health in populations  
Students will understand the importance of data management and how it assists in promoting community health  
Students will understand best practices in database design

Instructional Methods: Lecture, in class exercises, videos

Course requirements:  
1. Thumb Drive (Essential!)  
2. Notebook  
3. Pencil/Pen  
4. A laptop or iPad is highly recommended
Texts:
Download Epi Info manual  http://www.cdc.gov/epiinfo/pdfs/UserGuide/EI7Full.pdf (Note: this document is huge! You don’t have to print it but if you don’t you must have it available electronically.  Viewing this document on a phone is not recommended)

https://www.amazon.com/Little-SAS-Book-Primer-Fifth/dp/1612903436/ref=sr_1_1?ie=UTF8&qid=1469027591&sr=8-1&keywords=the+little+sas+book+a+primer+fifth+edition

Grading:
You will be graded on total points you receive for the class. Points will come from graded assignments and attendance.
930-1000 points  A
900 to 929   A-
870 to 899   B+
830 to 869   B
800 to 829   B-
770 to 799   C+
730 to 769   C
700 to 729   C-
670 to 699   D+
630 to 669   D
<629   F

HOW YOUR GRADE IS CALCULATED

You will have 4 Classroom Assignments, a Midterm, a Final, and an unspecified number of in class quizzes.

Classroom Assignments: These will be open book exercises that will reinforce learning the concepts from the texts. You will be presented with real life problems which you must solve using techniques learned in class. With prior notice of an absence (excuses) you can make up these assignments.  100 points each for 400 total points.

In-class quizzes: These will be unannounced randomly assigned questions designed to test your understanding of course material. They will be open book. These cannot be made up, regardless of whether an absence is excused or unexcused. Altogether they are worth 100 points.

Midterm: An in class test covering all material presented in the course up to that point. You will be allowed 2 “cheat sheets” - 8.5 x 11 paper handwritten front and back. Worth 200 points

Final: Will cover all course material. Open Book.  Worth 200 points
**Attendance:** Worth **100 points** toward your final grade.

**Absences:** Your attendance at every class is vital to understanding the material and receiving a good grade. Therefore, having 5 **unexcused** absences will result in a grade of W. An **excused** absence requires a note from a medical professional or coaching staff. If you know you are going to miss class time for personal reasons notify me in advance. **Regardless of what type of absence, the student is responsible for any information covered in class.**

**Honor System:** Students must do their own work. Please visit the 2016-2017 Student Handbook- (Academic Honor System) for a description of the College’s Honor System which is fully supported in this class.

**College of Charleston Honor Code and Academic Integrity**

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student’s actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed by both the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file. Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students.

A student found responsible by the Honor Board for academic dishonesty will receive an XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using and unauthorized study aid (which could include accessing information stored on a cell phone), copying from others’ exams, fabricating data and giving unauthorized assistance.

Students can find the complete Honor Code and all processes in the Student Handbook at [http://www.cofc.edu/generaldocuments/handbook.pdf](http://www.cofc.edu/generaldocuments/handbook.pdf)

**Center for Student Learning:** I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, supplemental instruction, study skills appointments and workshops. Students of all abilities have become more successful using these programs throughout their academic career.
and the services are available to you at no additional cost. For more information regarding these services, please visit the CSL website at [http://csl.cofc.edu](http://csl.cofc.edu) or call (843) 953-5635.

**Center for Disability Services:** The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services/SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.