EXSC-320-01 SPECIAL TOPICS IN EXERCISE SCIENCE
Data Management

Instructor: Paul Gangarosa, MPH
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Office: Silcox 223
Office Hours: Wednesday 12 to 12:45
Location: ECTR 108
Days and Times: Monday, Wednesday, Friday 11 AM to 11:50 AM

Course Description

Students will get an overview of data management in a public health setting, including setting up databases and spreadsheets for data entry, variable types, privacy/confidentiality issues, and data analysis and reporting using the free software program Epi Info

Course Learning Objectives

By the end of the course, students should be able to:

- Understand key issues related to database design
- Understand different variable types and when to use them
- Understand the laws related to confidentiality
- Understand the use of Epi Info for data entry and analysis
- Know how to create simple data driven maps

Required Texts

The Epi Info manual – posted on OAKS

Students are expected to have read the relevant chapter before each class.

OAKS: I will use OAKS to post lectures, announcements, additional required readings, articles, assignment instructions, and grades. You must sign up for OAKS notifications (either by text or email); if you are not sure how to do this ask the instructor.

HOW FINAL GRADE WILL BE CALCULATED:

All assignments combined will be worth 800 points, broken down as follows:
In class programs (X): 200 points
Attendance and Participation: 200 points
Quizzes: 200
Final Exam: 200 points
Explanation of Graded Activities:

**In class programs:** You will be given assignments to do while in class that reinforce the lecture and reading material. If you are absent with prior notice on the day of these programs you will be able to make them up.

**Attendance and Participation:** Your presence in the class is encouraged and expected. Simply put, I expect you to be in your seat on time and CONTRIBUTE TO THE CLASS DISCUSSIONS. I expect you to ask a lot of questions, answer my questions and laugh at my jokes (convincingly). There are two kinds of absences: excused and unexcused. An excused absence is when you notify me beforehand that you will not be in class. These include athletic events, doctors appointments, previously planned travel, etc. An unexcused absence is when you simply don’t show up to class. EXCESSIVE TARDINESS WILL COUNT AS AN UNEXCUSED ABSENCE. Note that if you are sick and miss class without notifying me (an unexcused absence) you can still have this changed to an excused absence after the fact with a doctor’s note. If you are sick and notify me before class (email is acceptable) this will count as an excused absence. HAVING 5 UNEXCUSED ABSENCES WILL RESULT IN A GRADE OF W FOR THE COURSE.

**Quizzes:** Selected chapters will have a corresponding graded assignment. This could be an in class quiz or, an online (OAKS) quiz. These quizzes could be announced or unannounced. These will always be open book. **YOU MUST DO YOUR OWN WORK ON THESE ASSIGNMENTS**

**Final Exam:** The Final Exam will be cumulative and will be OPEN BOOK.

**Letter/Grade Total Points Percentage**

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<tr>
<td>A</td>
<td>94% and above</td>
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**Class Policy: Late Work**
**In class assignments**: with prior notice of an absence, in class assignments can be rescheduled. Without prior notice of an absence, in class assignments cannot be rescheduled. Keep in mind that in class assignments may be announced or unannounced.

**Statement Regarding Disabilities**
The College makes reasonable accommodations for persons with documented disabilities. Students should apply for documentation at the Center for Disability Services/SNAP, which is located on the first floor of the Lightsey Center (Suite 104; phone: 843-953-1431. Students approved for accommodation(s) are responsible for notifying Professor Gangarosa as soon as possible and for contacting Professor Gangarosa at least one week before any accommodation(s) will be needed. If you have any questions, please speak with him during his office hours or at another mutually convenient time.

**Honor System of the College of Charleston**
All work for this class is subject to the Honor System of the College of Charleston. It is intended to promote an atmosphere of trust and fairness in the classroom and in the conduct of daily life. Violations will be referred to the Dean of Students for review and resolutions. For more information see: [http://studentaffairs.cofc.edu/honor-system/index.php](http://studentaffairs.cofc.edu/honor-system/index.php)

**Copyright and Plagiarism**
As commonly defined, plagiarism consists of passing off as one’s own ideas, words and writings of another person. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have the permission of that person.

**Changes to Syllabus**
The schedule, policies, and procedures listed in this syllabus are subject to change at the discretion of the instructor.

**Center for Student Learning**
You are encouraged to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. Tutoring, supplemental instruction, study skills appointments, and work shops are offered at no additional cost. For information visit [http://csl.cofc.edu](http://csl.cofc.edu) or call 843-953-5635.