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BUSINESS AND PUBLIC SERVICES TECHNOLOGIES DIVISION

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COURSE SYLLABUS

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COURSE: BAS 150, Introduction to Analytical Programming

SECTION: 1871

SEMESTER: Fall 2019

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INSTRUCTOR: GERALD BELTON

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OFFICE LOCATION: Home office

TELEPHONE:

E-MAIL: gabelton@waketech.edu

OFFICE HOURS: By appointment, via google hangouts video chat

CLASS HYBRID: ONLINE and

DAYS/TIMES/LOCATION: Monday 6:10 PM Room 314

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REQUIRED TEXT/SUPPLIES

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TEXTBOOK(S)

Required Textbook:

CODY, RON. *LEARNING SAS BY EXAMPLE: a Programmer's Guide, Second Edition*. SAS Institute, 2019.

Recommended reference: Delwiche, Lora D., and Susan J. Slaughter. *The Little SAS Book: a Primer; a Programming Approach*. SAS Press, 2012.

SUPPLIES/SOFTWARE

Please download SAS University Edition

## COURSE ENTRY QUIZ (HYBRID AND ONLINE CLASSES)

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This course is an online course. In order to remain enrolled in this course, each student is required to open and complete the Course Entry Quiz on Blackboard. The course entry quiz is accessible from the menu on the left by 11:59 PM on the deadline date.

<u>COURSE BEGINS</u>	<u>COURSE ENDS</u>	<u>DEADLINE FOR COURSE ENTRY QUIZ</u>
<u>AUGUST 15, 2019</u>	<u>DEC 16, 2019</u>	<u>AUGUST 26, 2019</u>

*Students who do not complete the Course Entry Quiz by the deadline will be dropped from the course with no tuition refund.*

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## COURSE USAGE OF BLACKBOARD

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Copies of the course syllabus and major assignments may be found on Blackboard. You are responsible for regularly checking the online resources, which are accessed through [Blackboard Learning Management System \(opens in new window\)](#)

### Course Description

This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis.

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## STUDENT AGREEMENT-RESPONSIBILITIES

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When enrolling in the class the student enters into an agreement with the instructor, part of that agreement is purchasing the required materials and having the appropriate technology to complete the course. It is the student's responsibility to ensure they have the required materials to be successful in the course and to have those items within the first week of class.

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## STUDENT LEARNING OUTCOMES

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Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics.

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COURSE PREREQUISITE:

NONE

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CREDIT HOURS:

Three (3) Credit Hours

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ASSIGNMENTS AND GRADING POLICY

Grades for this course will be a weighted average of the following:  
Discussion Board = 10%; Quizzes = 20%; Homework = 25%; Midterm-20% Final = 25%  
\*Subject to adjustment.

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 or less

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COLLEGE POLICIES AND CAMPUS RESOURCES

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EMAIL POLICY

Wake Tech requires that every student use the provided my.waketech.edu e-mail account for all school related correspondence. Instructors respond to this email only due to privacy concerns, so use it to correspond with your instructor. This is a strictly enforced school policy. Please review e-mail information carefully. If you have questions or concerns regarding your Wake Tech e-mail, contact Distance Education Support for guidance.

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STUDENT CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

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It is the student's responsibility to abide by Wake Tech's Student Code of Conduct [Wake Tech Student Handbook Student Rights \(opens in new window\)](#)

[Free Adobe Acrobat PDF reader download \(opens in a new window\)](#)

Academic Penalties

The following academic penalties may be imposed by the instructor.

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FIRST OFFENSE:

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Instructors suspecting an academic integrity violation will initiate a discussion with the student to further evaluate the potential occurrence(s) and clarify the academic integrity policy with said student. Students are strongly encouraged to keep all copies of work, including drafts, in their original format in order to preserve the originality of the documents, such as electronic time stamps. If the instructor determines that no violation took place, the student will be thoroughly debriefed and the matter will be closed with no further action necessary. Should a breach in academic conduct be evident, the instructor will enact formal procedures. The following penalties for a first offense will be enacted:

- The loss of a grade on that assignment or test.
- If the offence is deemed severe, loss of credit in that class with the grade of “F” for the course and a loss of rights to attend remaining class sections. In addition, the Dean of Students shall be given written notice of any academic penalty.
- Student will receive written notification and may be requested to meet with the instructor.

#### SECOND OFFENSE:

A second offense may occur in one of two ways:

- Within the same course after receiving written notification from the instructor of that course.
- If evidence presents itself, an academic integrity violation occurred in another course and the student received written notification regarding academic integrity policies, that behavior will be considered a second violation.
- The following policies for a second offense will be enacted:
- The loss of credit in that class with a grade of “F” for the course and a loss of rights to attend remaining class sections.
- The Dean of Students shall be given written notice of any academic penalty.

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#### RESOURCES

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The following resources provide clarity regarding what is and is not cheating or behavior indicative of plagiarism.

- [Academic Integrity](http://integrity.mit.edu/) (<http://integrity.mit.edu/>) (opens in a new window)
- Explains that accepted levels of collaboration can vary greatly 'from class to class, even within the same department..."
- [What Constitutes Plagiarism \(opens in new window\)](#) (Harvard College Writing Program)  
Clear explanations and examples of verbatim and mosaic plagiarism, inadequate paraphrasing, uncited work and how to revise them acceptably.

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#### ATTENDANCE POLICY

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It is the student's responsibility to abide by the [Wake Tech Attendance Policy \(opens in a new window\)](#)

Wake Technical Community College has an attendance requirement of 90%. The policy states "Students are expected to be in attendance at least 90% of all scheduled class hours. If the student misses more than 10% of the scheduled classes, it is the instructor's option to withdraw the student from the class for an attendance policy violation.

### **Hybrid Class Attendance Requirements:**

Weekly attendance is defined as: participation in at least two of three tasks which includes (1) Seated class attendance (2) Discussion Board and (3) Weekly Assignment/Test.

Please note that Classes will begin promptly according to schedule. All students are expected to be present at that time. If a student is not present within five minutes of class-start, he or she will be marked tardy. Tardies will be counted against your attendance record; every two tardies will be marked as an absence. Tardies may be excused at the discretion of the instructor if they are for a justifiable reason. Please be considerate of others by arriving on time to class as you would to a job.

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### **LATE ASSIGNMENT SUBMISSION POLICY**

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Assignment deadlines are clearly spelled out on the course syllabus, and most provide a full two weeks to complete. Assignments turned in after the due date will receive a grade of zero.

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### DISABILITY SUPPORT SERVICES

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Disability Support Services is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 124 Holding Hall or call 866-5670 (TDD 779-0668). [Disability Support Services web page \(opens in a new window\)](#)

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### ILC-INDIVIDUALIZED LEARNING CENTER

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The Individualized Learning Center (ILC) offers professional tutoring in a wide variety of courses. Our services are available without charge to Wake Tech students at each campus location and online. [ILC website \(opens in a new window\)](#).

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### STUDENT CONCERNS

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For a student complaint or grievance, BPST Division instructors follow the guidelines in the Wake Tech Student Handbook.

- The first step for resolving the situation is for the student to communicate concerns or complaints with the instructor, outside of class time. This allows the instructor to know about your concerns and make every attempt to resolve the concern.
- If the issue is not resolved between the instructor and the student, the student may contact the Department Head or Associate Department Head, if applicable.
  - **Ms. Norene Kemp, (919) 866-5482, [nckemp@waketech.edu](mailto:nckemp@waketech.edu)**
- If the matter remains unresolved, the student should contact the Dean of the Computer Technologies Division. Students need to be prepared to explain the particular area of disagreement with the decision of the instructor and Department Head/Director to the Dean.
- **Student Conduct:**  
Student Code of Conduct, Academic Integrity Policy, Final Course Grade Appeal Form, Discrimination and Due Process (DRGC), Student Conduct Grievance Request Form, Title IX & Sexual Misconduct Complaints (Other Complaints) and Student Complaint Report Form can be found by clicking on the link below. You will be prompted to sign-in using your student ID and password.

[Student Code of Conduct Home Page \(opens in a new window\)](#)

<http://www.waketech.edu/student-services/catalog/student-code-conduct-rights-and-responsibilities>

**Note: The agenda below is a preliminary; meaning that I reserve the right to change any of the information included therein at my discretion. This includes but is not limited to: Textbook, reading assignments, homework assignments, quiz dates, etc.**

### Course Schedule

COURSE: BAS 150, Introduction to Analytical Programming

SECTION: 1871

SEMESTR: Fall 2019

WEEK	DATES	TOPIC	ASSIGNMENTS	DUE DATE
0	8/15/2019-8/18/2019	Intros and Download	SAS Download	
1	8/19/2019-8/25/2019	Writing SAS Code- Cody Chapters 1 and 2	Discussion Board Homework	8/25/2019
2	8/26/2019-9/1/2019	Writing SAS Code – Cody Chapters 1 and 2 (Sept 2 <sup>nd</sup> : Labor Day)	Quiz	9/1/2019
3	9/3/2019-9/8/2019	Reading Raw Data and Creating Permanent SAS Datasets- Cody Chapters 3 and 4	Discussion Board Homework	9/8/2019
4	9/9/2019-9/15/2019	Reading Raw Data and Creating Permanent SAS Datasets- Cody Chapters 3 and 4 SAS Libraries	Quiz	9/15/2019
5	9/16/2019-9/22/2019	Labels and Formats and Reading Excel files – Cody Chapters 5 and 6	Discussion Board Homework	9/22/2019
6	9/23/2019-9/29/2019	Labels and Formats and Reading Excel files – Cody Chapters 5 and 6	Quiz	9/29/2019
7	9/30/2019-10/6/2019	Conditional and Iterative Programming- Cody Chapter 7 (Break October 3 <sup>rd</sup> and 4 <sup>th</sup> )	Discussion Board Homework	10/6/2019
8	10/7/2019-10/13/2019	Review-Chapters 1-7	Mid-term	10/13/2019
9	10/14/2019-10/20/2019	Iterative Programming and Arrays- Cody Chapters 8 and 13	Discussion Board Homework	10/20 /2019
10	10/21/2019-10/27/2019	Iterative Programming and Arrays- Cody Chapters 8 and 13	Quiz	10/27/2019

11	10/28/2019- 11/3/2019	SAS Dates and Subsetting and Merging Data, Counting Frequencies–Cody Chapters 9, 10 and 17	Discussion Board Homework	11/3/2019
12	11/4/2019 - 11/10/2019	SAS Dates and Subsetting and Merging Data –Cody Chapters 9 and 10 <b>(Nov. 11<sup>th</sup>: Veterans Day)</b>	Quiz	11/10/2019
13	11/12/2019- 11/17/2019	Working with Numeric and Character Functions –Cody Chapters 11 and 12	Discussion Board Homework	11/17/2019
14	11/18/2019- 11/24/2019	Working with Numeric and Character Functions –Cody Chapters 11 and 12	Quiz	11/24/2019
15	11/25/2019- 12/8/2019	PROC MEANS, Charts and Graphs -Cody Ch. 16 and 20	Discussion Board Homework	12/8/2019
16	12/9/2019- 12/14/2019	Review	Final Exam	12/14/2019