

Term Information

Effective Term Autumn 2020
[Previous Value](#) [Autumn 2019](#)

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

We would like the option to offer this course as a distance learning course.

What is the rationale for the proposed change(s)?

This gives us the option to alter the method of delivery for this course.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

None.

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Statistics
Fiscal Unit/Academic Org	Statistics - D0694
College/Academic Group	Arts and Sciences
Level/Career	Graduate, Undergraduate
Course Number/Catalog	5740
Course Title	Introduction to SAS Software
Transcript Abbreviation	Intro to SAS
Course Description	The basic statistical procedures covered will be illustrated using SAS. The intent of the course is to cover some of the SAS statistical methods that graduate students from outside the Statistics Department require for their own research.
Semester Credit Hours/Units	Fixed: 2

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance Greater or equal to 50% at a distance Less than 50% at a distance
Previous Value	No
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never

Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites Prereq: 3202 or 4202 or 5301, or permission of instructor.
Exclusions
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 27.0501
Subsidy Level Doctoral Course
Intended Rank Junior, Senior, Masters, Doctoral

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes

- Students will learn and utilize SAS for data analysis.

Content Topic List

- Inputting data from various formats
- Data manipulation and calculations
- Data manipulation and calculations for statistical analyses
- Merging data sets
- Formatting for presenting results and as a data analysis tool
- Character data calculations
- Graphical presentation of data
- Macro variables
- Using basic SAS procedures for data analysis

Sought Concurrence No

Attachments

- 5740Syllabus_InPerson.docx: In person version
(Syllabus. Owner: Craigmile, Peter F)
- 5740Syllabus_Online.docx: Online version
(Syllabus. Owner: Craigmile, Peter F)
- Petition.pdf: Petition to Registrar
(Appeal. Owner: Craigmile, Peter F)
- Stat 5740_ASC_DL.pdf: ASC Tech checklist
(Other Supporting Documentation. Owner: Craigmile, Peter F)

COURSE CHANGE REQUEST
5740 - Status: PENDING

Last Updated: Haddad,Deborah Moore
02/11/2020

Comments

- Petition to registrar included. *(by Craigmile, Peter F on 02/11/2020 09:17 AM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Craigmile, Peter F	02/11/2020 08:36 AM	Submitted for Approval
Approved	Craigmile, Peter F	02/11/2020 09:17 AM	Unit Approval
Approved	Haddad, Deborah Moore	02/11/2020 02:02 PM	College Approval
Pending Approval	Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Oldroyd, Shelby Quinn Vankeerbergen, Bernadette Chantal	02/11/2020 02:02 PM	ASCCAO Approval



THE OHIO STATE UNIVERSITY

Department of Statistics

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Columbus, OH 43210

Peter F. Craigmile, Ph.D.

Professor
614-292-0291
pfc@stat.osu.edu

February 10, 2020

Dear Registrar,

I am writing to petition that the two course change forms for Stat 3470 and Stat 5740 be considered for approval in Autumn 2020. Both of these course changes ensure that we are able to offer the courses at a distance and be more adaptive to the needs of our students.

We know that we are past the February 1 deadline, but it has taken time to correspond with all the relevant parties, including ASC Tech, to get approval for these courses.

Sincerely,

Peter F. Craigmile, Ph.D.

Professor of Statistics



SYLLABUS:

STAT 5740 – INTRODUCTION TO SAS SOFTWARE (IN PERSON)

Course overview

Instructors

To be determined

Office hours: Days and times TBD or by appointment.

Teaching Assistants

To be determined

Course description

The course will introduce the audience to the SAS Software. Students will learn how to utilize SAS for importing, exporting, merging, manipulating and summarizing data. In addition, basic statistical analyses, graphical representations of data, macro programming language and the output delivery system (ODS) will be illustrated.

Course learning outcomes

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

- describe data graphically and numerically using SAS;
- perform basic exploratory data analyses using SAS;
- use the SAS macro programming language for simple statistical analyses.

Course materials

The Little SAS Book (5th edition) by Lora D. Delwiche and Susan J. Slaughter

An ebook copy is also available on reserve at the library. Go to <https://library.osu.edu>, then select Course Reserves under Recommended Links then continue to select the appropriate links until you can reserve the ebook version of this text.

Optional Text: SAS Essentials: Mastering SAS for Data Analytics, (2nd edition) by Alan C. Elliott and Wayne A. Woodward

Assessment

Homework: There will be 8-10 homework assignments throughout the semester that will involve programming over a variety of topics in SAS. Homework assignments will be posted on Carmen. All homework will be submitted via Carmen.

Final Project: In lieu of a final exam, a final project will be assigned, and it will entail analyzing a data set (to be provided) using the methods presented in the course. Additional information regarding this project will be given in class.

Homework will count for 70% of the final grade and the final project will count for 30% of the final grade.

Course schedule

The following is a tentative weekly list of topics which will be covered during this course:

Week	Topic
1	SAS University Installation; Using SAS Software; Reading data into SAS
2	Reading Data Into SAS
3	Manipulating Data
4	Summarizing Data (PROC SORT, PROC FREQ, PROC MEANS)
5	Summarizing Data (PROC UNIVARIATE)
6	Stacking (Concatenating), Merging and Restructuring Data Sets
7	Date, Numerical, Character Functions
8	The PUT STATEMENT and PROC TABULATE
9	Output Delivery System (ODS)
10	Customizing Output
11	ODS Graphics
12	Macros and Macro Variables
13	Basic Statistical Procedures
14	PROC SQL
15	Final Project

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen; the following website may help you if you encounter difficulties with Carmen: <https://resourcecenter.odee.osu.edu/canvas/>.

Necessary software

- This class requires you to use the statistical software package called SAS University. This is a cloud-based software that offered by SAS. SAS University Edition includes SAS Studio, Base SAS, SAS/STAT, SAS/IML, SAS/ACCESS and several time series forecasting procedures from SAS/ETS.
- For installation directions please check out this link <http://support.sas.com/software/products/university-edition/docs/en/SASUniversityEditionQuickStartVirtualBox.pdf>. The basic steps are as follows
 - Choose the platform you will be using (Windows, OS X or Linux);
 - Set Up: download virtualization software (e.g. VirtualBox) and create the “myfolders” folder on the computer. This is where code and data will be stored for use by SAS Studio;
 - Download: download SAS University Edition;
 - Configure: Import SAS University Edition into VirtualBox and share myfolders with VirtualBox;
 - Use: Use VirtualBox to Start the SAS University vApp then enter <http://localhost:10080> into your browser.

Necessary equipment

- Computer: current Mac (macOS) or PC (Windows 7+) with high-speed internet connection and an up-to-date browser. A number of publicly available computers are available on campus, here is a link for their locations <https://odee.osu.edu/public-computing>.
- CarmenZoom text, audio, and video chat. If you need technical assistance, either call 614-688-HELP, or refer to the online instructions: <https://resourcecenter.odee.osu.edu/carmenzoom>

Staff response

Staff feedback and response time

We are providing the following list to give you an idea of our intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Canvas Conversations

A course instructor or teaching assistant will reply to messages sent via Canvas Conversations within **24 hours on school days (Monday – Friday, excluding university holidays; list of holidays at <http://registrar.osu.edu/staff/bigcal.asp>)**.

Discussion board

We will check and reply to messages in the discussion boards as appropriate every **24 hours on school days**.

If you have questions about the Mastery Assessments (Quizzes) or notice any typos in the material, please message us directly via Canvas Conversations – please do not use the Discussion board.

Attendance, participation, and discussions

Communication guidelines

The following are our expectations for how we should communicate. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to communicate as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Other course policies

Academic integrity policy

Policies for this online course

- **Assessments:** You must complete the assessments yourself, without any external help or communication. Exercises are included as self-checks without points attached.

Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so we recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (<http://oaa.osu.edu/coam.html>)
- *Ten Suggestions for Preserving Academic Integrity* (<https://oaa.osu.edu/coamtensuggestions.html>)
- *Eight Cardinal Rules of Academic Integrity* (<http://www.northwestern.edu/uacc/8cards.htm>)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to <http://ods.osu.edu> for more information.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Carmen (Canvas) accessibility (<https://community.canvaslms.com/docs/DOC-2061>)
- Streaming audio and video



SYLLABUS:

STAT 5740 – INTRODUCTION TO SAS SOFTWARE (ONLINE)

Course overview

Instructors

To be determined

Office hours: Days and times TBD, or by appointment. Office hours will be held on CarmenZoom (<https://osu.zoom.us>)

Teaching Assistants

To be determined

Course description

The course will introduce the audience to the SAS Software. Students will learn how to utilize SAS for importing, exporting, merging, manipulating and summarizing data. In addition, basic statistical analyses, graphical representations of data, macro programming language and the output delivery system (ODS) will be illustrated.

Course learning outcomes

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

- describe data graphically and numerically using SAS;
- perform basic exploratory data analyses using SAS;
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Course materials

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Optional Text: SAS Essentials: Mastering SAS for Data Analytics, (2nd edition) by Alan C. Elliott and Wayne A. Woodward

Online Course Delivery

Each week one or more lecture videos will be posted on the course website. Each video will be approximately 15 minutes in length. You are responsible for watching the videos and studying the material that is assigned each week. In addition to the lecture videos, weekly assignments will be posted on the class website. You will be given between 5 and 7 days to complete the assignment and upload your solution to Carmen.

Assessment

Homework: There will be 8-10 homework assignments throughout the semester that will involve programming over a variety of topics in SAS. Homework assignments will be posted on Carmen. All homework will be submitted via Carmen.

Final Project: In lieu of a final exam, a final project will be assigned, and it will entail analyzing a data set (to be provided) using the methods presented in the course. Additional information regarding this project will be posted on Carmen.

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 - Choose the platform you will be using (Windows, OS X or Linux);
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- *Eight Cardinal Rules of Academic Integrity* (<http://www.northwestern.edu/uacc/8cards.htm>)

Advising

For help navigating this large university, you will find that you need advising. In addition, advisors can help you get information regarding accessing course materials to meet the needs of diverse learners. For more information, visit the university's advising website at <https://advising.osu.edu/>. In addition to advising services, OSU main campus students may find assistance at <http://ssc.osu.edu>.

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Accessibility accommodations for students with disabilities

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

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Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: STAT 5740

Instructor: TBD

Summary: Introduction to SAS Software

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			<ul style="list-style-type: none"> • Carmen, specifically homework assignments and turn in.
6.2 Course tools promote learner engagement and active learning.	X			<ul style="list-style-type: none"> • Weekly videos for review • Canvas Conversations • Carmen Message Boards
6.3 Technologies required in the course are readily obtainable.	X			Only tech is Carmen and that is of course, free for OSU student use.
6.4 The course technologies are current.	X			Carmen is updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No external tools are used.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8HELP are provided. As are instructions on SAS help.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			Accessibility links are provided for all tools.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			
8.4 The course design facilitates readability	X			
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser

Reviewer Information

- Date reviewed: 2/10/20
- Reviewed by: Ian Anderson

Notes: Add dates the weekly breakdown.

^aThe following statement about disability services (recommended 16 point font):
Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
<http://advising.osu.edu/welcome.shtml>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <http://ssc.osu.edu>. Also, consider including this link in the “Other Course Policies” section of the syllabus.