

2.3.2 Basic information of each course/module (Provide information where applicable in Table 3.)

Table 3: Summary of information on each course/module

1. Name of Paper	Data Management				
2. Code	BBA 1134				
3. Status	Program Core (Compulsory)				
4. Credit Hours	4				
5. Semester and year to be thought	Semester 1 , Year 1				
6. Prerequisite (if any)	None				
7. Mode of Delivery	Lectures, Lab Work, Group projects assignments				
8. Assessment and Marking Percentage	1. Class Attendance and Participation				10%
	2. Continuous Assessment, Assignments and Tests				20%
	3. Case Studies, Seminar, Project Paper and Presentation.				30%
	4. Final Exam				40%
	Total				100%
5. The Teachers	Ms. Siti Fariza Mohd Dahlan, MSc.				
6. The Objective of the Paper	<p>The objectives of this course are to:</p> <ul style="list-style-type: none"> Expose the students to the concepts of data management and understand the importance of its critical components in meeting the business and technology goals of an organization. Provide students with the tools and skills to gather, organize and analyze data 				
11. The Learning Outcomes of the Paper	<p>After the course the students will be able to:</p> <ul style="list-style-type: none"> Use various methods and tools to find, organize, analyze, and present data. Create and use database for storage, reporting and analysis of data Examines the functions and operations required to manage information for business decisions Develop procedures for managing an organization's corporate data resource Implement practical ways of enhancing data content management to support data quality Discuss legal and ethical issues related to data management. 				
12. A Synopsis of the Paper	<p>An introduction to the study and practice of data management and problem solving in organizations. This course will provide students with the knowledge of how organizations and individuals can develop a strategy that supports data-based decision making and strategic planning. Focuses on the use of various information technologies and tools that support transaction processing, decision-making, and strategic planning. Students will also learn about the process of using data as a resource in problem solving and planning in organizations.</p>				
13. Topic of the Paper and Contact Hours of Guided Learning (face to face) and Non-Guided Learning	HOURS OF LEARNING TIME				
	LECTURE	TUTORIAL	PRACTICAL/ LAB	STUDENT LEARNING HOUR	Quiz. Exam, Final

(including assignment, group discussion, presentation, lecture preparation etc.)	GL	NGL	GL	NGL	GL	NGL		
1. Data and the Enterprise <ul style="list-style-type: none"> as key business resource. relationship between information and data. common problems with data. enterprise-wide view of data. 	2	4	1	2	-	-	4	-
2. Database Development <ul style="list-style-type: none"> database architecture of an information system. database development process. conceptual data modeling. relational data analysis. roles of a data model. develop a physical database. 	2	4	1	2	-	-	4	-
3. What is Data Management? <ul style="list-style-type: none"> problems encountered without data management. roles of data management. benefits of data management. relationship between data management and enterprise architecture. 	2	4	1	2	-	-	4	-
4. Corporate Data Modeling <ul style="list-style-type: none"> the nature of a corporate data model. corporate data model. 	2	4	1	2	-	-	4	1
5. Data Definition and Naming Conventions <ul style="list-style-type: none"> elements of a data definition. data naming conventions. 	2	4	1	2	-	-	4	-
6. Metadata <ul style="list-style-type: none"> metadata. metadata for data management. 	2	4	1	2	-	-	4	-
7. Data Quality <ul style="list-style-type: none"> dimensions of data quality. issues associated with poor-quality data. causes of poor-quality data. improving data quality. 	2	4	1	2	-	-	4	1
8. Data Accessibility <ul style="list-style-type: none"> data integrity. methods for data recovery. 	2	4	1	2	-	-	4	-
9. Database Administration	2	4	1	2	-	-		

<ul style="list-style-type: none"> • database administration responsibilities. • process of performance monitoring and tuning. 							4	1
10. Repository Administration repository features. <ul style="list-style-type: none"> • Use repository as a centralized source of information. 	2	4	1	2	-	-	4	-
11. The Management of Data Management techniques and skills for data administration. <ul style="list-style-type: none"> • techniques and skills for database administration. • techniques and skills for repository administration. • positioning of data management within the enterprise. 	2	4	1	2	-	-	4	1
12. Industry Trends and their Effects on Data Management <ul style="list-style-type: none"> • the use of packages. • distributed data and databases. • data warehousing and data mining. • trend in data management through web technology. 	2	4	1	2	-	-	4	-
Sub-Total of Learning Hours	24	48	12	24	-	-	48	6
Total of Learning Hours	162							
Total of Credits	4							
14. Main References	<ul style="list-style-type: none"> • Gordon, Keith. <i>Principles of Data Management - Facilitating Information Sharing</i>, British Informatics Society Ltd., 2007. • Watson, R. T. <i>Data Management: Databases and Organizations</i> (5th ed.). John Wiley & Sons, Inc., 2006. 							
15. Additional References	<ul style="list-style-type: none"> • Steve Hoberman (Author), Donna Burbank (Author), Chris Bradley, (2009) <i>Data Modeling for the Business: A Handbook for Aligning the Business with IT using High-Level Data Models</i>, First edition, Technics Publications, LLC. • Maydanchik Arkady, (2007) <i>Data Quality Assessment</i>, Technics Publications, LLC. • Thomas M. Connolly, Carolyn E. Begg. <i>Database systems : a practical approach to design, implementation, and management</i>, New York : Addison-Wesley, 2009. 							