Georgia Gwinnett College

School of Science and Technology

# ITEC3200 Introduction to Databases - Section 05

Fall 2016

## Course Information:

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| --- | --- |
| Class Time: | Monday Wednesday 5:00 pm - 6:15 pm |
| Class Location: | A1950 |

## Instructor Information:

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| --- | --- |
| Instructor Name: | Dr. Anil Pereira |
| Office Location: | RL-3214C |
| Cell phone: | 678-471-3979 |
| E-mail: | [apereira@ggc.edu](mailto:apereira@ggc.edu) |

## Course prerequisites:

The prerequisite of this course is ITEC 2140 Programming Fundamentals or ITEC 2120 Introduction to Programming (if taken before Fall 2014), and (ITEC 2201 Introduction to Information Systems or BUSA 3100 Management Information Systems). These prerequisite courses are important to assure that you have programming and logic skills, as well as knowledge of the central role of database systems in Information Systems. If you have not successfully completed the prerequisite courses, with a grade of “C” or better, you should contact your instructor.

## Course Outcome Goals:

Students who have successfully completed the course will:

1. Understand data, metadata, and database systems core concepts
2. Understand logical/physical data organization and transaction management fundamental concepts
3. Understand the relational database model
4. Understand and use entity relationship (ER) modeling for conceptual design
5. Understand and use normalization of database tables technique to reduce data redundancy
6. Understand and use the core portion of Structured Query Language (SQL) for data manipulation
7. Design, test, and use databases within the course scope and in framework of Microsoft Access database application environment

## Integrated Educational Experience Goals:

The IEE goals are a set of learning outcomes achieved in all GGC graduates. These outcomes are achieved as a result of learning experiences across the academic and student affairs programs. This course directly contributes to the goals bolded below.

* **Clearly communicate ideas in written and oral form.**
* **Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts.**
* **Demonstrate effective use of information technology.**
* **Demonstrate an ability to collaborate in diverse and global contexts.**
* **Demonstrate an understanding of human and institutional decision making from multiple perspectives.**
* Demonstrate an understanding of moral and ethical principles.
* Demonstrate and apply leadership principles.
* **Demonstrate quantitative reasoning.**

## Required Text and Supplies

Database Concepts, 7/E

By Kroenke and Auer

ISBN: 9780133544626

Reference books:

Fundamentals of Database Systems, 6/E

By Elmasri and Navathe

ISBN: 9780136086208

## Grades:

Grading Policy

Grades will be assigned according to the following scale:

| **Letter Grade** | **Numeric Grade** |
| --- | --- |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Below 60 |

Classroom Component

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| --- | --- | --- |
| Assignments | 35% | Approximately 10-15 assignments equally weighted. Work missed due to unexcused absences will be given a grade of zero. |
| Tests | 20% | Two tests equally weighted (10% each). |
| Project | 15% | Design and implement a database with relevant transactions |
| Participation | 10% | Attendance and class participation |
| Final Exam | 20% | The final exam is comprehensive. |

*Final Exam Date:* Friday, December 9th 6:30-9:00pm

## Tests Policy

Tests must be taken in the classroom and are “closed book”, unless otherwise instructed. Make up exams will only be given due to extraordinary circumstances. Arrangements must be made in advance if an absence is anticipated.

## Homework/Lab Assignments/Projects Submission Guidelines

* Assignments are posted and to be submitted in Desire To Learn (D2L).
* There will be graded events in almost every class.
* Late assignments: Every effort should be made to hand all assignments by the due date and time. Late submissions of up to 5 days (includes holidays and weekends) are subject to a 10% grade reduction per day late after the due date. Late submissions (more than 5 days) will not be accepted.
* Missed assignments: Missed work will result in a grade of 0 for the assignment. Exceptional circumstances should be discussed with the faculty in advance, or official documentation regarding the circumstances should be provided.
* Collaboration on individual assignments and projects is restricted to discussion between students. You can ask for help in understanding or developing an algorithm to solve a problem or write a program, but cannot have someone do whole or part of the problem or program for you. Help in correcting mistakes or debugging is allowed. At no time should whole or partial copies of assignments and projects be shared with other students. No collaboration is allowed on tests and exams. On group assignments, students can work together and turn in a single copy of the assignment, but must not share copies with other groups. Each group member must clearly document his/her contribution to the assignment.
* Academic dishonesty: Cheating or receiving unauthorized help on any graded work will result in a grade of 0 for that piece of work in addition to the filing of a report to the Student Integrity Board. All incidents of academic dishonesty are reported to Student Affairs and will be kept on record for the duration of your enrollment at GGC. I will report any suspicions I have to report to the Student Integrity Board the first time; there will be NO amnesty.  If it feels wrong, it probably is. When in doubt ask. There is never an excuse for cheating or plagiarism.
* Help from Tutors/Expert/Students outside of the class: You may receive help on homework assignments (NOT TESTS OR QUIZZES, whether in class or take home) from tutors or other experts. However, you CANNOT allow them to write the code for you. If you do receive help from a tutor/expert/student outside of class, you must accredit the person in your header comments. Failure to do so may result in a 0 for the assignment and a report to the Student Integrity Board.

Final Exam

The final exam will be given on Friday, December 9th from 6:30-9:00pm. The date and time of the final exam is set by the registrar and cannot be changed at the convenience of the student. You should not be absent for the final exam. A make-up final exam will only be given in cases of a verifiable excused absence.

## Academic Enhancement Center

The Academic Enhancement Center provides free drop-in tutoring for GGC students. Tutoring is available in many subjects including reading college texts, writing assignments, grammar focus, research and citation, college algebra, calculus, chemistry, and physics, and IT. The Academic Enhancement Center for math/science/IT/Business is located on the 2nd floor of the library. The hours of operation of the AEC can be found at:

 http://www.ggc.edu/academics/schools/school-of-transitional-studies/academic-enhancement-center/index.html.

# INSTRUCTOR/COURSE POLICIES

Tests/Final Exam Policy

Tests and final exam must be taken in the classroom. Make up tests/final exam will only be given due to extraordinary circumstances. Official documentation regarding the circumstances should be provided. Arrangements must be made in advance if an absence is anticipated.

Drop for non-attendance

Students who never attend a class by the end of the first week of the term will be reported for non-attendance. Students who do not drop a class during the schedule adjustment period and are reported for non-attendance will be automatically dropped from that course.

Course Absence

You are strongly encouraged to attend class. You will not get a good grade in the course without excellent attendance. If you miss a class, you are responsible for all lecture notes, slides, assignments, and other information. It is your responsibility to sign the roll sheet handed out in class.

Expected Student Conduct in Class

Students must conduct themselves in a professional manner and make sure not to disturb or distract the class during ongoing lectures or discussion.

Electronic Devices Policy

You are required to turn off all cell phones, beepers, pagers, and other media electronic devices during class time.

## TECHNOLOGY COVENANT

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

### Course Materials and Grading

You can expect to access the course materials and grades via Desire2Learn. Students should check the *Desire2Learn* site regularly, as course changes will always be announced and recorded on the course the *Desire2Learn* site. Note that both for the lecture and lab components of the course are posted on the same site.

### Communication

* I prefer to have face-to-face conversations with you, when possible. Feel free to coordinate one-on-one meetings via email or phone.
* I prefer email for most situations. Expect me to respond within one or two business days of your request. On the week-end or when I am away from campus (i.e., at a conference), my response is less regular. In general, I will respond to voicemail by email.
* When corresponding by email, I will communicate with you using only your GGC (Claw) email. Emails sent to me from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to restrictions imposed by the Family Educational Rights and Privacy Act (FERPA).

### Official Correspondence

When you email me you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation. Improperly constructed email will be followed with the following response. “At GGC, email is considered official and professional correspondence. I will be glad to help you when you resend the email with proper grammar and punctuation.”

### Expectations of Students

* All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus and at public libraries.
* I expect students to access course or individual communications on a regular basis- which means at least every 1-2 days.

### Technology Changes

This covenant provides a general guideline for the course. Periodic and/or necessary changes to the covenant, including technology use and communication channels, may be required in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## Keys to Success in This Course

In order to help you succeed in this course and do your best, I will:

1. ensure that the syllabus and tentative class schedule is uploaded into D2L by first day of class
2. give guidance on what is expected of you to succeed on quizzes, exams, and assignments
3. put grades in D2L on a timely basis, typically within two weeks
4. be on time for class
5. give you my email and cell phone number and respond to your email and phone calls in a timely manner according to technology covenant
6. meet with you outside of class if you need additional help.

In order for you to succeed in this course and do your best, you should commit yourself to:

1. attend every class on time
2. prepare for each class by reading the relevant material posted to D2L
3. turn in assignments on time and study for tests
4. seek me out for help (if necessary) well before the assignment due date

# GGC COLLEGE POLICIES

## Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a student’s absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences.

## Health and Safety Policy

Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immunocompromised people should report their condition to the instructor and to their physician, preferably before contact with the materials (see lab exercises). Additional instructions for lab will be presented during the first lab. Students are required to follow all instructions. Students failing to conform to lab rules and safety precautions will be first warned by removal from the lab. On second offense students will be removed from both lecture and lab.

## Americans with Disabilities Act Statement

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

## Equal Opportunity Statement

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

## Affirmative Action Statement

Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

## Academic Respect

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

## Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of “0” on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

## Safety and Security

View the [GGC Safety and Emergency Communications web page](http://www.ggc.edu/about-ggc/public-safety/safety-and-emergency-communications/) for information important to you. To avoid confusion and rumor intelligence ensure you (1) sign up for [RAVE](https://www.getrave.com/login/ggc) alert notification and (2) download the *In Case of Crisis* app for [iPhone](https://itunes.apple.com/us/app/in-case-of-crisis-education/id476578079?mt=8) or [Android](https://play.google.com/store/apps/details?id=com.iba.incaseof&hl=en). View the 15 minute [Active Shooter Video](http://www.kaltura.com/index.php/extwidget/preview/partner_id/2022371/uiconf_id/32334692/entry_id/1_z4itrq86/embed/auto?&flashvars%5bstreamerType%5d=auto). You are the additional eyes and ears for first responders. Follow the adage, “If you see something, say something” to a GGC employee. Your community needs your increased vigilance and awareness.

# SCHOOL OF SCIENCE AND TECHNOLOGY POLICIES

## Class attendance and Financial Aid

Please be aware that faculty check attendance in each of your courses and are required to report to the Registrar students who never attend or cease attending a course. Students who are reported as never attended or have ceased attending a course, Financial Aid will be notified and is required to adjust your financial aid award accordingly. If you have any questions about how not attending a course for which you are registered will affect your financial aid eligibility, please contact the Financial Aid Office.

## Make-up Exam Policy

You are expected to attend every class. Failure to attend class will affect your grade.

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor’s discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam you MUST notify me on the same DAY as the exam. Notification by email, text or phone message is acceptable. Any make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date. Work missed due to unexcused absences will be given a grade of zero.

Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar’s Office to attempt to withdraw from your courses without penalty.

## Final Exam

The final exam will be given sometime during finals week as specified by the registrar. The date and time of the final exam is set by the registrar and will be posted. The exam schedule cannot be changed at the convenience of the student. You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a verifiable excused absence.

## Course Changes

This course syllabus provides a general plan for this course. I reserve the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## Collaborative Work

Course activities that allow collaboration between students are noted. At the discretion of the instructor, some activities may specifically require only your work and no collaboration with others. Please check with your instructor if you are unclear as to where collaboration with others is allowed.

## Test Schedule

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| Test 1 September 28th |
| Test 2 November 9th |
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