TARLETON STATE UNIVERSITY
Member of The Texas A&M University System

Course Syllabus for BCIS 4301 – Fall 2023

Course Information

Course Number:	BCIS 4301
Course Title:	Database Theory and Practice
Section:	010 & 011
Semester:	Fall 2023
Time:	Online
Location:	Tarleton Canvas Course
Credit Hours:	3

Instructor Details

Instructor:	Dr. Leah Schultz
Office:	BUS 152
Phone:	254-968-9169
E-Mail:	lschult@tarleton.edu
Office Hours:	Face to Face: TTH:10:40-12:10 and W:9:30-12 Online: T:2:00-4:00 and W:2:00-5:00. All other times by appointment. Send me an email in Canvas and we will find a time to meet in person or via Zoom that works with both of our schedules.

Communication Expectations

The best way to stay in touch with me throughout the semester is via Canvas. My goal is to respond to students' email in Canvas within one day during the week. I will check email from time to time over the weekends as well but there will be times when responses may be delayed until the following Monday. You can also contact me via my Tarleton email address or my office phone but response times may be longer.

Course Description

Database concepts and structures. File and data management principles underlying database construction. Fundamental types of database models, with emphasis on relational databases as well as on major non- relational forms. Practice in analysis, design, development, and optimization of working database applications on a variety of problems. Small and large system databases will be considered.

Course Requirements

Labs

Students will be responsible for completing lab assignments throughout the semester. These assignments will allow you to practice and demonstrate your knowledge learned in the modules. Due dates will be strictly enforced and late papers will be accepted with a penalty of 11 points per day for

two days after the original due date. Labs submitted more than 2 days past the due date will not be graded. Students will be required to submit their lab work via Canvas

Quizzes
Quizzes will consist of multiple choice and true/false questions covering material presented in the reading assignments. Due dates will be strictly enforced and late quizzes will not be accepted.

Exams
Exams will be multiple choice, short answer and essay questions that will cover material from the textbook and learning modules. A midterm and a comprehensive final exam will be given during the semester. Exam make-ups will only be administered to those students who miss the exam due to an approved university absence. Students must notify the instructor within 24 hours of missing the exam to make arrangements for the missed exam. The final exam will be administered during the scheduled final exam period.

Exams may be proctored online. More information on proctoring will be available in Canvas. Students must have access to a computer equipped with a webcam and microphone to take proctored exams. On campus proctoring will not be available.

Final Project
Students will implement a working database at the end of the semester, demonstrating the skills studied throughout the course. Students will be able to work with a partner on this assignment. More information
about specific project requirements will be available in Canvas

Textbook and/or Resource Materials

- Database Systems: Design, Implementation, & Management (13 th ed) by Carlos Coronel and Steven Morris. ISBN: 9781337627900. You do not need an access code or pay for added services beyond the textbook.
- You will be required to use MS Access or other approved database software as well as MS Visio or other diagram software. Both of these programs are provided free for students and should not require additional purchases. Mac users may have to make adjustments to their computer to run PC programs or make other arrangements. More information regarding database software is available in the Getting Started Module in Canvas

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Syllabus for BCIS 4301 – Fall 2023

Course Prerequisites

BCIS 3332 or BCIS 3333 or approval of department head.

Course Learning Outcomes

Knowledge Outcomes
A student successfully completing this course will:

- o be a self-directed learner with critical thinking and problem solving skills.
- o be able to explain and use of basic database structures
- o be able to explain and use database models
- o be able to explain and use Structured Query Language (SQL)

Skill Outcomes
A student successfully completing this course will:

- o Understand the difference between data and information
- o Understand and apply the hierarchy of data
- o Read, create, and modify appropriate ERD Diagrams
- o Differentiate between a logical and physical database
- o Understand, suggest, and modify database security policies and procedures
- o Understand, suggest, and modify the application of a database in an organization.
- o Understand, create, and modify SQL

Grading Policy

Please refer to the current University Catalog for additional information regarding grades and course withdrawal policies. For this course, your grade will be determined in the following manner:

Item Description	Weight
Lab Assignments	50%
Chapter Quizzes	10%
Midterm Exam	15%
Final Project	10%
Final Exam	15%

The final grade will be assigned as follows, although the instructor reserves the right to lower the limits slightly at their discretion considering factors such as student attendance.

A = 90% or above
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = below 60%

Tarleton differentiates between a failed grade in a class because a student never attended (F0 grade), stopped attending at some point in the semester (FX grade), or because the student did not pass the course (F) but attended the entire semester.

Grading Feedback Expectations

For graded assignments that are submitted on time, students can generally expect feedback within one week. However, there are times when assignments may take longer to grade and updates to delays in grading will be posted in Canvas as needed.

Graded Class Participation and Attendance

Class attendance will not be directly reflected in final grades beyond the policies for assigning grades of F. However, students are responsible for checking in to Canvas frequently to read announcements, emails, and to keep up with reading and assignments. Students are responsible for knowing when all assignments, exams, and quizzes are due and are responsible for all additional material presented in Canvas.

Late/Make-up Work Policy

Labs will be accepted up to two days past the due date with an 11 point per day penalty applied to the lab grade. Labs submitted after the two day late window will not be accepted for credit. I will review and provide feedback if requested but will not award points for the lab.

Quizzes will not be accepted and due dates in Canvas will be strictly enforced.
Makeup exams will be arranged in extenuating circumstances only. Students must notify the instructor within 24 hours of missing the exam to make arrangements for the missed exam.

Course Syllabus for BCIS 4301 – Fall 2023

Course Schedule

Tentative Schedule BCIS 4301 Spring 2023**

Date	To Do:	Assignments/Exams*
Aug 24-27th	Complete Getting Started Module	Course Introduction and Syllabus Quiz
Aug 28-Sept 3	Complete Module 1	Quiz 1
Sept 4-10 (No class 9/5)		Quiz 2
Sept 11-17	Complete Module 2	Lab 1
Sept 18-24		Quiz 3
Sept 25-Oct 1	Complete Module 3	Lab 2
Oct 2-8	Study for Midterm	Midterm Exam
Oct 9-15		Quiz 4
Oct 16-22	Complete Module 4	Lab 3
Oct 23-29		Quiz 5
Nov 3	Last Day to Drop Class with a Q Grade	
Oct 30-Nov 5	Complete Module 5	Lab 4
Nov 6-12		Quiz 6
Nov 13-19		Quiz 7 & Lab 5
Nov 20-26 (No class 22nd-25th)		
Nov 27-Dec 5th		Final Project
Dec 7th-12th	Final Exam available online	

Notes:

***Actual due dates for assignments and exams are listed on the assignment/exam in Canvas**

****This schedule is tentative and may be adjusted as the semester is underway**

Course Syllabus for BCIS 4301 – Fall 2023

Learning Management System Usage (Canvas)

Canvas will be used to manage the course and is a valuable resource for course information. Students will be expected to check in to Canvas periodically to check for announcements and other important course information. Required reading and demonstration videos are available in Learning Modules to assist with learning material throughout the course. Students will turn in all labs and take quizzes and exams in Canvas. As mentioned previously, Canvas email is also the best way to communicate with me throughout the semester.

Important Dates

For more information, please see the Academic Calendar - https://catalog.tarleton.edu/universitycalendarsandfinalexaminationschedules.

- **Holidays and No-Class Days**
  - Labor Day-No classes on September 4th
  - Thanksgiving Break-No classes November 22nd-25th
- **Grade-related Dates**
  - Due dates for labs, quizzes and exams are listed in Canvas. Students are responsible for knowing and adhering to these due dates throughout the semester.
  - Last day to drop class with a Q grade is November 3rd

- **Finals and Commencement**
  - Last Class Day is December 5th
  - Final Exam will be administered online and is due by 11:59PM, Tuesday, December 12th
  - Commencement December 15th-16th (more information about particular colleges and times will be available on the Tarleton website

Technology Support – If you are having trouble with the software in the class or with Canvas, please let me know and I can either help you resolve the issue or point you to the appropriate resource.

University Policies

Academic Integrity Statement and Policy

Cheating, plagiarism, or doing work for another person who will receive academic credit is impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place. Consult the following links for further information on academic conduct.

- Student Judicial Affairs: https://www.tarleton.edu/judicial/academicconduct.html
- Student Handbook: https://www.tarleton.edu/studentrules/code-of-student-conduct.html

For the purposes of this class, the work you submit must be your own. Students can work together on labs in limited circumstances. Helping each other answer questions is acceptable in relation to the Academic Dishonesty Policy. However, sharing code and completing the labs together is not allowed and students should complete the labs independently.

Use of Artificial Intelligence tools (AI) such as Chat GPT are not allowed to be used in this class, unless specifically stated in the instructions. Code generated by an AI tool is not your work and submitting code from tools like this will be considered plagiarism.

Students that violate the Academic Integrity statement will incur a grade of zero on the lab/quiz/ or exam in question and an additional letter grade reduction in the course. For additional information, please consult the above links for additional information.

Americans with Disabilities Act (ADA) - Student Success

Tarleton State University is committed to complying with the Americans with Disabilities Act (www.ada.gov) and other applicable laws. If you are a student with a disability seeking accommodation for this course, please contact the Office of Disability Resources at 254.968.9400, disability@tarleton.edu, or visit https://www.tarleton.edu/drt/.

Academic Affairs Core Values in the Classroom

Academic Integrity

Tarleton State University's core values are integrity, leadership, tradition, civility, excellence, and service. Central to these values is integrity, which is maintaining a high standard of personal and scholarly conduct. Academic integrity represents the choice to uphold ethical responsibility for one's learning within the academic community, regardless of audience or situation.

Academic Civility

Students are expected to interact with professors and peers in a respectful manner that enhances the learning environment. Professors may require a student who deviates from this expectation to leave the face-to-face (or virtual) classroom learning environment for that particular class session (and potentially subsequent class sessions) for a specific amount of time. In addition, the professor might consider the university disciplinary process (for Academic Affairs/Student Life) for egregious or continued disruptive behavior.

Course Syllabus for BCIS 4301 – Fall 2023

Academic Excellence

Tarleton holds high expectations for students to assume responsibility for their own individual learning. Students are also expected to achieve academic excellence by:

- honoring Tarleton's core values.
- upholding high standards of habit and behavior.
- maintaining excellence through class attendance and punctuality.
- preparing for active participation in all learning experiences.
- putting forth their best individual effort.
- continually improving as independent learners.
- engaging in extracurricular opportunities that encourage personal and academic growth.
- reflecting critically upon feedback and applying these lessons to meet future challenges.

Student Rules

Students are responsible for knowing and abiding by the policies and information contained in the Tarleton Student Rules - https://www.tarleton.edu/studentrules.