



Online

College of Adult & Professional Studies (CAPS)

CIS 412

Database Management Systems

Syllabus

Online Course Syllabus

Computer Information Systems program

Course Information

- CIS 412
- Database Management Systems
- 3 credit hours

Professor Contact Information

Check course content for professor contact information

Course Description

The course covers those uses of database systems which students are likely to encounter in their business careers. Students will gain an in-depth understanding of the usage of databases in the information system of an organization. The course also provides the student with a hands-on approach to plan, design, and implement a database solution. Topics include database architectures, logical and physical database design, SQL, disaster recovery, database security, and emerging trends in database systems.

Course Learning Outcomes

The successful student will:

1. Discuss database roles in an organizations information system
2. Plan, create, and manage a database system
3. Import/Link data from external sources
4. Design SQL-based queries & reports
5. Perform best-practices in managing database operations

Topical Outline

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|----------------------|-------------------------|
| 1. Table Design | 5. Triggers |
| 2. Query Writing | 6. Data Integrity Rules |
| 3. Views | 7. Normalization |
| 4. Stored Procedures | 8. Relationships |

Course Materials

Required Text

Pratt, P. & Adamski, J. (2012). *Concepts of Database Management* (7 ed.), Boston: Course Technology, ISBN: 978-1-111-82591-1.

Recommended Text

Conger, S. (2012). *Hands-On Database: An Introduction to Database Design and Development*, Boston: Pearson/Prentice Hall, ISBN: 978-0-13-610827-6.

Online Course Policies

Students and faculty must use their Friends University email account for all course-related communication.

The Learning Management System (LMS), Moodle will be used for all course activities; assignment submissions, discussion board posts, etc.

A class week for online courses is defined as seven days; Monday through Sunday.

Attendance Policy

Online attendance is determined by participation in each weekly session. A student is reported absent for a weekly session if they do not participate in activities during that week.

Contact your instructor if you cannot participate in a weekly session. Excessive absences negatively influence grades and can result in course failure.

Support & University Information

Refer to the **Help Center** in your course for LMS problem resolution and general information.

Contact the **Friends University Help Desk** helpdesk@friends.edu, 316-295-5767 for Login and E-mail problems.

Refer to the Friends University website <http://www.friends.edu> for additional information, including course catalog, course schedules, University policies, and student services information.

Refer to the **School Resources** in your course for links to additional University resources.

Course Structure & Grades

Course Assessment

Discussion Forums

Students will participate in weekly small group discussions on 2 to 3 questions per week.

- Questions will be posed via Moodle.
- Upon reading the question and reviewing the week's reading, each student will
 - Post his/her initial response to the question posed by Wednesday, 11:00 PM.
 - Respond to the initial post of 3 other students in the forum by Sunday, 11:00 PM.

Each post will be substantive, the initial one being at least 2 good paragraphs and the responses being at least one good paragraph each. Each student's set of posts will be evaluated according to the attached Discussion Evaluation rubric.

Weekly Quizzes

Each student will take 5 quizzes, one each week, covering the selected reading. The quizzes will be multiple-choice, true false, or short-answer and will allow the student to demonstrate his or her knowledge gained from the assigned reading. The quiz has a 30-minute time limit and may be taken one time during the week. Quizzes must be completed by 11 PM on the Wednesday of class. Makeup quizzes will not be given.

Assignments

Weekly assignments will be provided to students via Moodle. These assignments are designed to provide hands-on reinforcement of the reading and demonstrate the student's ability to apply the knowledge gained. Assignments must be submitted via Moodle before 11 PM each Sunday.

Final Exam

Each student will complete an exam at the conclusion of the course. The exam will allow the student to demonstrate his or her ability to synthesize the information gained in this course and may cover all material from the course. The exam will be open-book, open note should be completed before Midnight on the last Sunday of class.

Details of these activities are presented in the course.

Grading Policy

Grade Composition

Weekly Discussion	15%
Weekly Assignments	50%
Quizzes	15%
Final Exam	20%

Grading Scale

Grade	Percent
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

Assignment Schedule

Assignment	Due Date
<i>Weekly Discussions</i> <ul style="list-style-type: none">• 1st Response to each article (2 total)• 2nd Response to each article (6 total)	11 PM Wednesday 11 PM Sunday
<i>Assignments</i>	11 PM Sunday
<i>Weekly Quizzes</i>	11 PM Wednesday
<i>Final Exam</i>	Before midnight the last Sunday night of Class

Rubric for assessment:

CATEGORY	“Drifter” 1 pt	“Contributor” 2 pts	“Valuable Contributor” 3 pts	“Excellence in Contributing” 4 pts
Contribution to the group	Does not make an effort to participate in the learning community as it develops; seems indifferent	Occasionally makes meaningful reflection on group’s efforts; marginal effort to become involved w/group	Often presents reflections that become central to the group’s discussion; interacts freely and encourages others	Consistently presents creative reflections on top; aware of needs of community; frequently prompts further discussion of topic
Relevance of contribution	Comments do not relate to the discussion content; makes irrelevant remarks	Occasionally comments off topic; most comments offer no further insight into the topic	Comments are related to discussion topic; makes some connections with the readings	Comments consistently are related to the discussion topic; brings readings into discussion; cites additional reference related to topic
Expression within the contribution	Does not express opinions or ideas clearly; no connection to the topic	Unclear connection to the topic evidenced in minimal expression of opinions or ideas	Opinions and ideas are stated clearly with occasional lack of connection to the topic	Expresses opinions and ideas in a clear and concise manner with obvious connection to the topic
Promptness & Initiative	Does not respond to most questions; rarely participates freely	Responds to most comments or questions after the class has moved on; limited initiative	Responds promptly to most discussion; requires occasional prompting to discuss	Responds promptly to discussion; demonstrates good self-initiative

Courtesy: Richard Nysse, Ph.D., Luther Seminary, St. Paul, MN. Adapted from “If you Build It, They Will Come: Building Learning Communities Through Threaded Discussions” by Susan Edelstein and Jason Edward
<http://www.westga.edu/~distance/ojdla/spring51/edelstein51.html>.

Academic Honesty and Honor Code

Academic Honesty and Honor Code

Friends University, an educational community that has existed for more than 100 years, is committed to the principles of honesty, fairness and respect for others. The University recognizes the need to foster a trusting environment to enable the pursuit of knowledge. To that end, the University has developed an Academic Honor Code Policy, and Faculty must include the Academic Honor Code Policy, Academic Integrity Process, and the Definitions of Academic Dishonesty in each syllabus distributed to students of the University. In addition, faculty should review this information with the students at the beginning of each term/semester. Students, faculty, staff and administrators must uphold high academic and ethical standards.

The Academic Honor Code Policy is printed each year in the University catalog of courses:

<http://www.friends.edu/academics/catalog-and-course-schedules>

Examples of Academic Dishonesty/Definitions:

Cheating: This includes, but is not limited to, unauthorized use of books, library materials, notes, study aids or information on an examination or quiz; b) altering a graded work after it has been returned, then submitting the work for re-grading; c) using another person's work and submitting that work as your own; d) submitting identical or similar papers for credit in more than one course without prior permission from the course instructor.

Plagiarism: Defined as the use of another's written work without proper citation, including borrowing of an idea or phrase or para-phrasing of material without proper citation; b) use of another student's work in any form; c) the purchase and/or use of a paper or assignment written by someone other than the student.

Fabrication: Falsifying, inventing, forging or altering any information, data, citation or academic record; b) presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Obtaining an Unfair Advantage: Obtaining or giving assistance to another person during an examination/quiz unless collaboration is permitted; b) obtaining, attempting to obtain or use of obtained copies of non-circulated examinations or questions; stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; c) intentionally interfering with another student's academic work; d) unauthorized use of any electronic devices or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Aiding and Abetting Academic Dishonesty: Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or b) providing false information to a University official conducting an inquiry regarding academic integrity.

Falsification of Records and Official Documents: Altering documents affecting academic records; b) forging signatures of authorization or falsifying information on an official academic document including but not limited to a grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

Unauthorized Access: Gaining unauthorized access to University computerized academic or administrative records or systems; b) viewing or altering computer records; c) modifying computer programs or systems; d) releasing or dispensing information gained via unauthorized access; e) or interfering with the use or availability of computer systems or information.

Academic Integrity Process

When a professor/instructor determines a violation of the honor code has occurred, s/he takes the following actions:

- 1) Complete Section One of the Academic Integrity Incident Report Form.
- 2) Notify the Division Chair (CBASE)/Program Director (CAPS/Graduate School) of incident by sending a copy of the completed Academic Integrity Incident Report Form, Section One.
- 3) Division Chair/Program Director will contact the Office of the University Registrar to check for prior academic honor code violations.
 - a. No prior documented violations:

- i. Professor/instructor meets with the student to discuss the problem.
- ii. Student can admit the violation and accept sanction determined by professor/instructor.
- iii. If student accepts sanction, professor/instructor and student sign Section Two of the Academic Integrity Incident Form and forward form to the Office of the University Registrar with supporting documentation.
- iv. If student does not accept sanction, Section Two of the Academic Integrity Incident Form is completed, signed and the matter is referred to the Division Chair/Program Director for resolution.
- v. If the matter is not resolved with the Division Chair/Program Director; Section Three of the Academic Integrity Incident Form is completed, signed and the matter is referred to the Dean of the College who reviews the case and refers the matter with comment to the Academic Integrity Board for resolution.
- b. Prior documented violations:
 - i. All second time (or greater) offenses are referred directly to the Academic Integrity Board.
 - ii. The Board conducts a hearing and adjudicates the matter.

4) All completed Academic Integrity Incident Forms, supporting documentation, hearing documentation and materials are retained by the Office of the University Registrar. Record documentation is appended to educational records (as defined by FERPA) as deemed necessary and appropriate.

Hearing Procedures:

The Chair of the Academic Integrity Board or designee will serve as the Hearing Officer. Hearings will be open to only those persons who are part of the proceedings and/or invited by the Board as warranted. Students involved in a hearing must keep all information from the hearing confidential. The Board shall be responsible for rendering a decision of responsible or not responsible for the alleged academic integrity violation. The Hearing Officer shall be responsible for communicating the Board's determination to all involved parties. The accused student shall receive written notification within 10 business days of the Board's determination and any sanctions imposed. The decision will also be communicated to the course instructor and student's advisor/success coach.

Sanctions:

The following sanctions, or combination thereof, may be imposed by the Academic Integrity Board.

- *Academic Integrity Warning:* This sanction constitutes a written notice to the student that their conduct is in violation of the Academic Honor Code and such violations are not condoned by the University. This notice will become a part of the student's educational record as defined by FERPA.
- *Academic Integrity Restriction:* This sanction is given for those violations in which the infraction has caused serious concerns regarding the student's ability to be academically successful. In this case, the Board may uphold the professor/instructor's original resolution regarding the matter.
- *Academic Integrity Probation:* This sanction is one that places the student in serious academic jeopardy with the University. Further academic integrity violations may result in academic dismissal.
- *Academic Integrity Notation:* This sanction is one that places an official notation in a student's educational record (as defined by FERPA) and includes an academic integrity violation notation on the student's official institutional transcript.
- *Academic Integrity Suspension:* This sanction is one of involuntary separation of the student from the University for a set period of time. Students shall be withdrawn from classes, will not receive letter grades and/or refunds of money, which would be appropriate if they were voluntarily withdrawing from the institution. Permission to apply for re-admission may be granted with or without stipulations.

- *Academic Integrity Dismissal*: This sanction is one of permanent separation of the student from the University. Students dismissed for academic integrity reasons will not be granted the privilege of re-admittance to Friends University.
- *Additional Stipulations*: It is the prerogative of the Academic Integrity Board to add stipulations to any sanction. Examples include but are not limited to; academic support services, limitation of registration, counseling, limitation of academic or co-curricular privileges, community service, educational projects or programs, course retakes, or letters or apology.

Appeal Procedures:

The accused student may appeal the Academic Integrity Board's determination. The appeal must be made in writing within 30 calendar days to the Vice President of Academic Affairs. The Vice President, in consultation with the President, will respond for the University. The appeal decision is final.