

MGIS3330 – Database I – 3 credit hours
 Department of Management, Marketing and Information Systems
 Dr. Janis Warner, PMP – Assoc. Professor

Objectives:

- ❖ To develop basic knowledge of and skills in the field of database design. The main focus of the course will be on the non-programming components of the database design and development process. (Programming components will be covered in Database II). To accomplish this objective three avenues to learning are used:

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories terminology) used in database design.

- > Introduced through class presentation, discussion and textbook material.
- > Reinforced with quizzes.

2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

- > Understand the process of the database design and development.
- > Be able to build an entity-relationship diagram.
- > Understand and apply the principles of normalization.
- > Be able to create a logical database design.
- > Be proficient MS Access users.

- > Reinforced with lab modules and practical exams.

3. Learn to apply course material to improve critical thinking, problem-solving, and decisions) by using a “hands on” project.

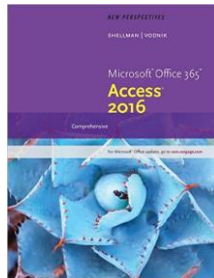
Office Location/Hours: SHB 236B; TTh 12:35-1:35

Contact Information: Email – jaw022@shsu.edu 936-294-4878 (o)

Appointments may be made for times other than office hours. Students may find that the quickest method of communicating with me will be through email. I will try to respond to all email within 24 hours (except weekends).

Required Textbook:

New Perspectives Microsoft Office 365 & Access Comprehensive/Edition 1, Shellman, Vodnk & Oja;
 ISBN-13: 978-1305880139, ISBN-10: 1305880137

**Other Requirements:**

- SHSU account and Email – SHSU needed to access the workstations in the open labs (helpdesk: 294-1950).
- MGIS3310

Grading:

The cumulative course grade will be based on the following allocations:

Lecture	Potential Pts.	Your Pts.
3 Practical Exams	300	_____
Quizzes (10 @ 5)	50	_____
Syllabus Quiz	<u>10</u>	_____

360

Lab Modules

Lab Modules (11 @ 40 points)		<u>440</u>	_____
		440	
Project	Project Documentation & Database	<u>100</u>	_____
		100	
Other	Attendance	<u>50</u>	_____
		50	
Total Points:		950	_____

Grading Structure:

A	855 and above	D	570-654.999
B	760-854.999	F	below 570
C	655-759.999		

Practical Exams – There are 3 practical exams covering the modules. These practical exams will be taken from the review exercises in the textbook at the end of each module. You will be completing actual skills that you learned in the applicable modules. These exams are timed, individual exams and are open book, open notes.

Makeup exams are not given. If you miss an exam for an approved reason (properly documented) the missing exam will be waived and the remaining grades will be re-weighted.

Quizzes - There is one syllabus quiz. There will be 11 quizzes, one for each lab module covered in the textbook. One module quiz may be dropped (however, if you do all of the quizzes the “extra” quiz will be counted as extra credit). They will be taken from the material in the modules and the quick checks at the end of each module session (there are 2-3 sessions per module).

Lab Modules – There are 11 lab modules that are to be completed following the instructions in the textbook. These are individual assignments and copying other’s files is not acceptable, however you may discuss and work on the assignments with other students. The skills learned in the lab modules will be the basis of the practical exams.

Project – There is a database project where you will be building your own database for a “client”. The client can be an actual business, organization or person who you know needs help with setting up a basic database, or you can see me for a client project. The final project deliverables are due at the end of the semester (see anticipated schedule). This is an individual project or you may work on it with one other student in the class. If you work on it with another student you need to identify who has done which part of the project.

Attendance - Regular and timely class attendance is expected and is in your best interest. You will get out of this class what you put into it. Lack of attendance will negatively impact your class involvement grade as follows:

- At the beginning of the semester everyone starts out at 100%.
- For each class missed over 2 there is a 10% reduction (15% in Summer sessions). This means that if you have 7 absences (5.3 in summer) you would have a zero for class attendance.
- Arriving late disrupts the class. Two (2) late arrivals will be counted as an absence.
- Leaving early (before end of class including the lab time if your lab is not complete).

University policy requires that attendance be taken each class period. This will be accomplished by circulating a sign-in sheet and/or attendance taken on a seating chart. It is the student’s responsibility to be sure that they have signed the sheet each day or know what has been recorded on the seating chart.

Late Penalties-Assignments are due at the beginning of class unless otherwise specified. A late penalty of 50% will be assessed for any assignment turned in after the time it was due up to one day late. No late assignments will be accepted more than one day late.

Scheduling-A complete Anticipated Schedule of lectures, labs and significant due dates for the semester will be distributed separately and is to be considered part of this syllabus. Please note, although I try not to make changes after the beginning of the semester so that you may schedule your other activities accordingly, on occasion changes or corrections can not be avoided. The change will be announced in class and on Blackboard, however it is the student's responsibility to check for any changes on a regular basis.

Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.

Inappropriate Behavior-Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, etc. Students are to treat each other and faculty with respect. Additionally, netiquette is also expected to be observed during electronic communications. For guidelines on acceptable netiquette please see <http://en.wikipedia.org/wiki/Netiquette>. Rude and inappropriate behavior will not be tolerated. Points will be deducted from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently removed from the class.

Cellular telephones, pagers, beepers and other personal communication devices create unwanted distractions and **MUST BE ON SILENT** during class sessions. No texting IMing, emailing is allowed during lecture or presentations. If you consider yourself to be an exception to this requirement, please discuss this with me at the beginning of the semester. *If you do not inform me of your on call status, 2 points may be deducted from your overall class grade for each occurrence.*

You may use your own PCs for taking notes and researching class material. If you choose to use your own PC or cell phone (this includes but is not limited to texting) for personal communication during lecture and it **distracts the class you will be excused from that class**, be counted as absent for the day, and forfeit any in-class quiz/assignment credit.

Incomplete-University policy states that an "I" may be given only if a student has a passing grade in the course. An incomplete is meant for students who are unable to complete the course due to severe hardships beyond their control, not to accommodate students who decide that the work load is too heavy.

Academic Irregularities-Cheating, plagiarism, and unauthorized collaboration are unacceptable for both in-class examinations and take-home assignments. Such offenses are subject to disciplinary action. Disciplinary action for one incident is a zero on the assignment or exam for any party involved (for example both the person copying and the person copied from), an automatic one letter grade reduction of your final grade and a report to the department chair.

Student absences on religious holy days policy

A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy

Disabled students may request help from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

Visitors in the Classroom:

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrars Office.

University policy states that food and drink are not allowed in computer labs.

Technical questions?

1. Problems with **Blackboard**? Call support at 936-294-2780.
2. Problems with **other technology**? Call support at 936-294-1950.
3. Did not get your problem resolved with the calls above - email me at jwarner@shsu.edu.
4. Remoting into Sam instructions - Go to this page on the SHSU website:

http://www.shsu.edu/dept/it%40sam/technology-tutorials/remote_desktop/index.html