Bachelor Degree Department
ISM 4212 Database Design Administration
Course Dates: Posted in Canvas
Term: Spring 2018 (2nd 8 weeks: March 12 - April 30)

Instructor’s Name: Xiomara Casado
Phone: 941-752-5482 (Prefer e-mail via Canvas class)
Office Hours: Office hours and locations vary, please email
Email Address: Use Canvas Messages. Alternative: casadom@scf.edu
CANVAS: https://scf.instructure.com/courses/
Department Web Page: http://www.scf.edu/pages/169.asp
Department Contact Dr. Amy Santos, Chair, Business and Technology
Information: santosa@scf.edu

Academic Resource Center: Academic Resource Center
Student Services: Student Services
Bookstore: Bookstore
End-of-term Course http://www.scf.edu/evaluations/index.cfm

Evaluation:

COURSE DESCRIPTION:
ISM 4212 Database Design and Administration (3) (B.A.S.) This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design.

COURSE PERFORMANCE STANDARDS:
The student, at successful completion of this course, will be able to:

1. Demonstrate an understanding of database design
2. Analyze the essentials of database administration in a business environment
3. Analyze the skills and knowledge necessary to develop data models
4. Analyze data models aligned with the requirements of business
5. Demonstrate an understanding of structured query language (SQL)
6. Analyze the object-oriented approach to data modeling and design
7. Examine case studies as they relate to database design and administration
8. Demonstrate an understanding of how to identify the problem in each case study
9. Demonstrate an understanding of how to resolve the problems in each case study
10. Describe a solution for each case study
REQUIRED COURSE MATERIALS:


A textbook is mandatory. You can purchase the textbook from the SCF store, or you can go to 
CourseSmart.com, there you can purchase e-textbook or purchase 365 day subscription. This 
option is not supported by the college or the professor.

Attendance and Chat Policy:

There is no Mandatory Orientation (Face-to-Face meetings) for this course. Since face-to-face 
attendance is not required in an online course, you must frequently log on to and participate in 
the course. The consequences for not participating within a set period of time, you will be 
withdrawn from the course. Keep in mind this is an eight week course. The course is a 3 credit 
college course within the same guidelines as a traditional 48 hours in a 16 week course. The 
rule of thumb, for every hour in class, you need to schedule at least three hours out of class to 
work on assignments. This rule applies to all course formats. It is a fast pace course. For your 
success, please plan accordingly that this course will take anywhere from 15 to 20 hours per 
week to accomplish the assignments.

A. If a student does NOT complete the Mandatory Online self-introduction within the first 
week, no matter what the reason, the student will be entered as a “no show” and will be 
dropped from the course. As this is an online class, we will not be meeting in person for 
written assignments or exams. It is UP TO YOU to complete the coursework BY THE 
DATES DUE. Any disregard for the timeline outlined, regardless of the cause, reduces 
the opportunity for learning and often adversely affects the grade a student achieves in 
the course. You are also expected to do the assignments within the reasonable time 
frame. The SCF policy dictates that a student more than two weeks behind in course work 
be dropped as not participating in the course (merely logging in does not constitute 
participation).

Remember this is an eight week course. By the end of the first week, you should have at least 
the online orientation and one complete lesson including but not limited to: the quiz, 
assignment activity and discussion question posting with your two peer replies. If there are 
no submissions, then you will be dropped from the course.

Excused absences defined: hospital and/or a doctor’s note on official prescription pad; law 
imprisonment, or obituary (immediate family member: Mother, Father or Child only) page are 
required to qualify as excused. Inform the instructor in writing through Canvas with one of the 
forms mentioned. All missed work must be submitted prior to the end of the course.

Unexcused absence: If the absence is unexcused (no verification), assignments and exams not 
taken within the scheduled timelines
B. Participation and Assignments:

You are required to complete all assignments within the course scheduled timeline. There will not be any incompletes because you did not follow the timeline requirements. It is your responsibility to keep in touch with the instructor until all assignments are completed. Nothing will be accepted after the course published end date.

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE:

Grading:

<table>
<thead>
<tr>
<th>Item</th>
<th>Pts. per item</th>
<th>Total Pts.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Self-introduction</td>
<td>20</td>
<td>20</td>
<td>3%</td>
</tr>
<tr>
<td>10 Assignments</td>
<td>20</td>
<td>200</td>
<td>30%</td>
</tr>
<tr>
<td>6 Discussions</td>
<td>20</td>
<td>120</td>
<td>18%</td>
</tr>
<tr>
<td>5 Mini Cases</td>
<td>20</td>
<td>100</td>
<td>15%</td>
</tr>
<tr>
<td>12 Quizzes</td>
<td>vary</td>
<td>218</td>
<td>33%</td>
</tr>
<tr>
<td>Total course points</td>
<td></td>
<td>658</td>
<td>100%</td>
</tr>
</tbody>
</table>

In keeping with college policy, grades will not be posted on campus or given out over the telephone or by e-mail. Grade points will be available to students through Canvas; using the table above you may compute your grade. For additional information regarding grading policies please refer to the current SCF College Catalog and academic calendar.

Extra Credit: There may be extra credit assignments available; these will be announced during the course as it progresses.

Self-introduction Assignments: For 20 points. There are several elements to the orientation assignment. You must complete ALL parts to receive the 20 points. (1) Post a brief bio of yourself (all about you). The idea is to introduce yourself to me and your classmates. (2)
your basic experience with online courses, (3) End your posting with an affirmative comment that you have read and understand the syllabus and the course work required to be successful in this course.

**Quizzes:** (218 points total). Take the *Chapter Pre-Tests* ([www.wiley.com/college/gillenson](http://www.wiley.com/college/gillenson)) and read the chapter before taking the quizzes. The pre-tests introduce chapter material and help students anticipate the chapter learning outcomes. There is a quiz at the end of each chapter consisting of multiple choice and true/false questions. The number of questions varies between quizzes, from 13 to 20 questions. Due dates are posted in CANVAS. For security purposes, each quiz is timed. You will need to study for quizzes, so you can complete them during the allotted time. The Quizzes are graded immediately by CANVAS. All other assignments will be graded after the assignment due date/time has passed.

**Assignments:** (200 points total – 20 points per item). Each assignment must be typewritten with special attention to grammar and spelling. Please do not use text message writing. Submit them as text into the correct drop box by pasting your work into the assignment drop box. Please do not use attachments or it will not be graded. Once assignments are submitted, there is not a “do over”. Please read assignments completely, many may have more than one part.

**Discussion Questions:** (120 points total – 20 points per item). To receive the 20 points you must do three things. First, pick a topic from the provided list and post your comments to the question, and second, post your comments to at least two (2) of your classmates responses. Depending on the question, you’ll need to have a between 3 to 5 complete sentences per paragraph. This is an all or none assignment. To receive the 20 points you must post and make both replies.

**Mini-Cases:** (100 points total – 20 per item). To receive 20 points you must answer the questions under the selected chapter mini cases. These questions are designed to extend students’ thinking and encourage them to draw conclusions using chapter material applied to real-world situations. Depending on the question, you’ll need to have a between 3 to 5 complete sentences per paragraph.

**HOW TO SUCCEED:**
Set up a regularly scheduled time frame to work on class work. Good time management is crucial to success in this course. Complete the reading assignment before you take the quiz, or attempt the assignment. Check the schedule and discussions area frequently for updates. If you need help from the professor ask for it immediately via e-mail, if you wait it may be too late.

**Reading and Class Participation:** This course requires active student involvement. At the minimum, you are expected to read and complete all assignments. According to previous students you can expect to spend around 15 hours per week preparing for class and completing course assigned material. In preparation for each topic, you should read the assigned textbook chapter at least twice. The first reading should involve skimming chapter headings and subheadings, and a reading of the chapter summary. While skimming the text, be sure to take note of definitions for key concepts (i.e., those terms appearing in bold-faced print). The second reading should be directed to the entire chapter, concentrating on general comprehension.
Method of Teaching:
This course will be conducted in a Distance Learning (e-learning) format using SCF’s Canvas system. Access to the Canvas system is explained in the opening page tutorials. Information for using the Canvas system is located at the Canvas web site via several tutorials.

Standards of Conduct:
Students are expected to abide by all SCF Student Handbook guidelines.

Auxiliary Aids notification from the DRC: If you have worked through the Disability Resource Center the professor will receive, sign and return an Auxiliary Aids Notification Form. It is then the student’s responsibility to make arrangements with the DRC and the . If your accommodations include extended test time and/or a private test area you will be required to take the exam in the DRC testing center or the ARC under supervision. You will be able to take the exam online or may request a paper copy.

Late Work: Once an item has been opened, you will have a specific due date posted in CANVAS in which you must complete all of the required assignments. All items close at midnight on the date due. Plan your time accordingly as NO late work will be accepted.

Make up Work: NO make-up work will be accepted.

Schedule: A course calendar is posted at the end of the syllabus matching the due dates in CANVAS. It is your responsibility to follow the due dates. Length of time allowed to complete each item depends on the amount of material to complete. Extensions will not be granted, so please be sure that you know the date and time when projects will close - plan ahead.

Internet suggestions: To maximize your Internet experience, please note the following: Report immediately any trouble that you may be experiencing in accessing your CANVAS account or using any component of CANVAS. Be sure to record relevant error messages in order to include them with your report. Establish a regular time to work in CANVAS readings and assignments. Remember that access through your Internet service provider may sometimes be problematic because of heavy use during certain times of the day and evening. Therefore, schedule your work accordingly. It is your responsibility to use reliable internet and personal computer equipment.

Technical Support: Help for CANVAS, our course management system, is available 24/7 at http://www.scf.edu/Academics/OnlineLearning/Canvassupport.asp

Accommodation Services: State College of Florida, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Disability Resource Center (DRC) online or the following if you live in the area: The DRC is located in 300-326 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton
Standards of Conduct: Students are expected to abide by all SCF Student Handbook guidelines. The minimal consequence of failure to adhere to these statements is withdrawal from the course.

Attendance: The attendance policy is stated in the State College of Florida Catalog. Your attendance is measured in terms of participation and timely completion of assigned work rather than in actual log-ins. Thus your attendance is not graded but measured through your completion of assignments. Merely logging into the course does not indicate participation. Four missed assignments or two weeks of not participating, puts you in jeopardy of being withdrawn from the course. On your fifth missed assignment, you will be withdrawn from the course. See more detail of what is acceptable at the end of the syllabus – under more detail.

Plagiarism: Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Plagiarism includes paraphrasing or summarizing without acknowledgement, submission of another student’s work as one’s own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one’s reliance on other sources is also a form of plagiarism. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Withdrawal from a Course: The Bachelor Degree Department cares about the success of all students. Students may benefit from consulting their instructor prior to withdrawing from a course. Often the instructor can assist with challenges that arise during the semester so that withdrawal may be avoided. Students may also be eligible for support services the college provides, including tutoring and other academic support, as well as assistance with personal problems. If however, it becomes necessary to withdraw, the following information may apply: In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline as listed in the State College of Florida academic calendar. See withdrawal date Spring 2017 Add/Drop/Withdrawal Schedule

The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action. A petition for withdrawal from classes form (online) should be obtained from a counselor, completed by the student and returned to the records office. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class, as outlined in this class syllabus, and such action could affect financial aid eligibility.

Prior to the withdrawal deadline, a faculty member has the prerogative to withdraw a student for failure to meet the standards of student behavior as stated in BOT rule 6HX14-4.10 and
procedure 4.10.01: Disciplinary Proceedings for Violations of Standards of Student Behavior. For detailed information regarding withdrawal from a course, please reference the policy stated in the SCF Catalog.

OTHER INFORMATION:

The fastest form of communication with the instructor is via the Canvas email system. When you contact me by e-mail please do the following:

1. Use the subject line.
2. Show proper respect and courtesy.
3. Spellcheck your message.

Please allow at least 24 hours for me to answer NOT including weekends. Sometimes it may take 48 (like holidays). Depending on the complexity of your issue, I normally respond sooner.

When sending an email through college mail or the Canvas mail systems, please remember the email system may be considered public records. As a college student, you must strive to use a professional writing style and tone at all times. If you do not understand why you received a certain grade, state that in the email (preferably in Canvas). If you do not understand why a certain question was on the test, state the question(s) that concerns you. Just before you click the send button, read the email one last time to be sure it has the tone and message you want to convey. Your instructor is here to assist you in doing the best job you can do in the course. Do not write “I don’t understand the assignments.” This is an online course and I will not be able to describe each assignment for you in one email. Please ask specific questions about specific assignments so the Instructor will know how to help you. I am here to help you succeed.

If you need assistance via your computer and or issues submitting assignments with this course contact Canvas’s 24/7 help desk.

This syllabus is not written in stone and therefore changes are likely to take place. Check the course announcements for additional important information or changes affecting the course.

More detailed online information from the syllabus:

Number 1 Rule to do well in an online course:
The more you put into the course, the better your grade. With discussion questions and written assignments, add what you do or would do in a classroom. The assignments are to think outside of the box and not to copy from your textbook or other publications.

Is Online Learning for You?
For you, the student, one of the biggest differences between this format and the traditional classroom is the need to be very disciplined and motivated - a "self-starter". This is absolutely true. You must keep up with the pace of the course. And that means attending to it several times every week. There are strict deadlines and no room for procrastination. This format will not be
for everyone. If you are the type that waits until the last hour (11 AM Monday) before the end of the assignments to get started on the assignments that you should have begun during the first part of the week, this would not be the learning venue for you. If you frequently put off reading and studying until the night before the test, this may not be right for you. Don't make the mistake of thinking that the on-line environment is a way to get out of going to some classes! Most students find that they devote more hours to course work here than they have in the traditional classroom.

On the other hand, if you are serious about learning and enjoy some independent work, you may thrive in this environment. You can be "at class" from any location where you are able to connect to the internet.

**Canvas Grade book:** your grade book will give you updates via the assignments and exams that are graded. However, once the course is over – everything goes away including your grade book. Make sure you copy and paste your grade book on to your hard drive. If you do not see any points in your grade book, please e-mail me and let me know in detail what is missing. It is important to do the assignments early. If you wait until the last day (or week) chances are it will be too late to re-submit. Please DO NOT send me an e-mail ask when am I going to grade you assignments. I grade assignments within 3 days after their due dates. If you e-mail me, please add: full name, the class you are in and what assignments that you don’t have access only. (Lessons – file folders including exams, activities is your reference). If you email me and tell me you can’t see your name in Canvas or other vague information, I may not know how to assist you.

**Receiving grades:** SCF offers 5, 6, 8, 12, and 16 week section courses within the semester. It doesn’t matter which course taken, all SCF students receive their grades at the same time at the end of semester. In additions, assignments are the same regardless of the length of time for the course. All BAS courses are based on 45-48 hours of class contact. For summer courses you will need to set aside at least that amount of time for the course.
Course Calendar and Schedule of Assignments:
***YOU MUST COMPLETE ALL ASSIGNMENTS BY/ON THE ASSIGNED DATE AND TIME SHOWN ON THE Course CALENDAR at the end of this syllabus.***

<table>
<thead>
<tr>
<th>Recommended Due Dates</th>
<th>Chapter Topics And Course Objectives</th>
<th>Assignment Description</th>
</tr>
</thead>
</table>
| **Week 1 (03/13)**    | All assignments and quizzes must be submitted online through Canvas. (Log on to Canvas and follow Lessons tab links.)  
  - Syllabus  
  - Self-introduction  
  **Chapter 1:** Introducing Data and Data Management | Read syllabus  
  1. Log in to [https://scf.instructure.com/courses/](https://scf.instructure.com/courses/)  
  2. select your course  
  3. You must complete the self-introduction discussion posting before end of the first week (about your online experience and your Syllabus statement that it has been read and understood by you, the student) or be risk being dropped as a no-show  
  Chapter 1 online Quiz 1 (16 questions)  
  Assignment #1.  
  Chapter 1 Cases.  
  Discussion #1 posting with two peer replies |
| **Week 2 (03/20)**    | **Chapter 2:** Introducing Databases and Database Management  
  **Course Objectives met in this section:** 1, 2, 7, 8, 9, 10  
  **Chapter 3:** Data Modeling  
  **Course Objectives met in this section:** 1, 2, 4, 6, 7, 8, 9, 10 | **Chapter 2** online Quiz 2 (20 Questions).  
  Assignment #2.  
  Chapter 2 Cases  
  Chapter 3 online Quiz 3 (20 Questions).  
  Assignment #3  
  Chapter 3 Cases  
  Discussion #2 posting with two peer replies. |
| **Week 3 (03/27)**    | **Chapter 4:** Designing a Database  
  **Chapter 5:** Implementing a Database  
  **Course Objectives met in this section:** 1, 2, 3, 4 | **Chapter 4** online Quiz (18 Questions)  
  Assignment #4  
  **Chapter 5** online Quiz (20 Questions).  
  Assignment #5 |
| **Week 4 (04/03)**    | **Chapter 6:** Understanding the SQL Language  
  **Course Objectives met in this section:** 1, 5 | **Chapter 6** online Quiz (20 Questions).  
  Assignment # 6 |
| Week 5 (04/10) | Chapter 7: Data Access and Manipulation  
Course Objectives met in this section: 1, 5 | Chapter 7 online Quiz (20 Questions)  
Assignment #7  
Discussion #3 posting with two peer replies |
|---|---|---|
| Week 6 (04/17) | Chapter 8: Improving Data Access.  
Course Objectives met in this section: 1, 5, 7, 8, 9,10 | Chapter 8 online Quiz (20 Questions)  
Assignment #8  
Discussion #4 posting with two peer replies |
| Week 7 (04/24) | Chapter 9: Database Administration  
Course Objectives met in this section: 1,2,3,4,5, 7, 8, 9,10  
Chapter 10: Transactions and Locking | Chapter 9 online Quiz (18 Questions)  
Assignment # 9  
Discussion #5 posting with two peer replies  
Chapter 9 Case  
Chapter 10 online Quiz (18 Questions)  
Discussion # 5 posting with two peer replies |
| Week 8 (05/01) | Chapter 11: Data Access and Security  
Chapter 12: Supporting Database Applications  
Objectives met in this section: 1,2,3,4,5, 7, 8, 9,10 | Chapter 11 online Quiz (15 Questions)  
Assignment #10  
Chapter 12 Case  
Discussion #6 posting with two peer replies  
Chapter 12 online Quiz (13 Questions.) |

Course Closes on 05/03