Course Syllabus
MIS 3775 - Database and Information Management
On-line Course

Fall Semester, 2020
3.0 Credit Hours

(Last updated: 8/9/2020)

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Office: FCB 330
Office Hours:

Course Overview

Focus on designing and developing database programs written in a high-level language for business applications; designing a conceptual model of database, converting it into a logical data mode; implement the logical model by utilizing appropriate DBMS programs.

Pre-Requisites/Co-Requisites:
MIS 3210 or equivalent.

Required Texts (and Related Materials):


Recommended Texts (and Related Materials):

Location of Course Materials:
This is a fully online course and all course materials (lectures, discussion topics, news, etc.) are located on the eCourseware website.

- Course Website & Structure
  Course materials are available online on eCourseware website. Course materials include lecture slides, assignments, online practice quizzes, projects, grades, and related links. Each chapter includes one or more lecture presentations, an online quiz, and an assignment. In addition, there are projects that require completion of applications relating to Access and an integrated team project. These components can be located by selecting —Content— on the course website. Assignments will be uploaded to the course drop box. Your home page for the course displays additional instructions that will be helpful.

  The course website requires Adobe Flash. If this software program is not already installed on your computer, please download and install it (free download) from adobe.com. Please ensure that you prepared your browser by following the instructions on eCourseware website. (see Browser preparation section about half way down the page). If you should have problems with email, please contact the University of Memphis Helpdesk at (901.678.8888) or at umhelpdesk website. Access FAQ for more details.

Course Objectives:

- Provide a theoretical basis for database design, including study of data structures, data models, normalization and comparisons of object oriented and relational systems.
- Provide practical applications of database management systems, including programming applications using SQL and a relational database management system.
- Explore implications for database management systems for Internet and electronic commerce applications

Fogelman College: Learning Outcomes for Your Degree

This course will help you meet the overall learning objectives for the BBA degree offered by the Fogelman College:

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology. In this course, there will be learning activities that address all of these professional development objectives for you as a student in the Fogelman College.
Course Methodology

- Lectures and presentations
- Discussion Board
- Term Project
- Reading and homework assignments
- Computer assignments using MS Access [DBMS software package]

Professor’s Expectations:

Students are expected to study all assigned chapters, participate in class activities, complete assigned class and homework projects, and complete an extensive project involving database design and programming using a relational database management software program. All assignments, projects, and tests must be completed by the assigned dates in order to be acceptable. Late assignments will be accepted with 10% deduction of grade value per calendar day. Be sure to check the deadline of each assignment to get the full credit for the assignment. Failure to focus on class activities or participate in class activities may affect the final grade for the course. Students are expected to check the Discussion Board regularly. Assignments and announcements will be sent via email, so students should check their email on a regular basis.

Student’s Expectations:

In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria

The following activities will be used to determine the final grade:

- Chapter Projects and Assignments (40%)
- Access Hands-on Assignments (5%)
- The Access Term Project (20%)
- Comprehensive exam (35%; Chapter Concepts and Access)

All of the assignments are individual assignments unless specified as group assignment. You can discuss assignments with your classmates, but you should not copy any part of others' assignments. Your overall grade for the semester is based on how well you perform on a mixture of formal activities including assignments and projects. A detailed description of each of the assessed activities can be found after the scoring summary table below.
Final Course Grades

<table>
<thead>
<tr>
<th>Assigned Grade</th>
<th>Percent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&gt;= 90%</td>
</tr>
<tr>
<td>B</td>
<td>&gt;= 80%</td>
</tr>
<tr>
<td>C</td>
<td>&gt;= 70%</td>
</tr>
<tr>
<td>D</td>
<td>&gt;= 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
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Course Topics

1. Database Design Concepts
   - Database Concepts and Corporate Resource
   - File Storage and Retrieval
   - Data Modeling
   - Database Management System Concept
   - Relational Database Model
   - Logical Database Design
   - Physical Database Design
   - Relational Data Retrieval: SQL
   - Object-Oriented Database Administration and Data Dictionaries
   - Database Control Issues
   - Client/Server Database and Distributed Databases
   - The Data Warehouse
   - Database and the Internet

2. Database Applications
   - Principles of Relational Database Management Systems
   - Creating a Database Using Design andDatasheet Views
   - Browse Windows
   - Modifying Records and Database Structure
   - Retrieving Data with Queries
   - Using SQL to Retrieve Data
   - Maintaining a Database
   - Designing Report Layouts
   - Including Hyperlinks OLE Fields, and Subforms
   - Sorting and Indexing
- Establishing Relationships for Window Views
- Creating Customized Forms, Reports, and Combo Boxes
- Building Custom Menu Screens Using Macros, Wizards, and Switchboard Manager

Schedule of Activities
The course schedule can be found in the course folder in eCourseware (http://elearn.memphis.edu).

Final Exam Schedule
- Check the university calendar
  (Arrange in advance for this testing time and try the sample questions to see if your network connection and web browser work. Otherwise, you need to find another facility to take the test.)

Course Policies

E-MAIL:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc) is the student's responsibility.

Attendance:
Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.
Adding/Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website.

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating.
Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website. If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity.

Participation:
To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week.

Classroom or Online Behavior:
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website.

Late Assignments:
Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus and related “Course Activity Summary / Schedule” for all due dates for formally assessed work. If your work is not submitted on time, the instructor reserves the option to deduct up to 10% of the grade value per calendar day for tardiness depending upon the circumstances and appropriate communication between the student and the instructor.

Extra Credit:
There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:
Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:

(1) Extreme emergency and (2) Instructor contacted prior to the due date.

**Inclement Weather:**

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Click Here for information on TigerText

**Syllabus Changes:**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

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**Student Services**

Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance
Additional Information

Student Accommodations
Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. ([https://www.memphis.edu/drs/index.php](https://www.memphis.edu/drs/index.php))

Academic Integrity
Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. ([https://www.memphis.edu/osa/students/academic-misconduct.php](https://www.memphis.edu/osa/students/academic-misconduct.php))

Student Health
Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Student Resources
Students who need additional resources can visit the Dean of Students Office website at [https://www.memphis.edu/deanofstudents/crisis/index.php](https://www.memphis.edu/deanofstudents/crisis/index.php).

For courses that may return to face-to-face instruction (fully on-ground or hybrid) if conditions permit:

COVID-19 Health and Safety Policy - Masks and Social Distancing
All students, faculty and staff will wear masks in all public spaces, including our classroom (lab) per the COVID-19 policy. The first time a student enters a classroom without wearing a face covering, the student will be asked to leave the class until they return a covering. Further violations will be referred to the Office of Student Accountability. Students who repeatedly or flagrantly violate these community expectations may be referred for discipline under the Student Code and, if appropriate, immediately removed from campus by the Dean of Students.

Student Health
Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should inform me by email so they can be excused from class and should stay home. Students should contact their health care provider or the Student Health Center at [https://www.memphis.edu/health/](https://www.memphis.edu/health/).

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Student Accommodations
If and when we return to class, students seeking to remain remote for health or other serious reasons should discuss their options with me. Students with accessibility issues or with other learning
accommodation needs due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (https://www.memphis.edu/drs/index.php)

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