# School of Science and Technology

# ITEC 3200 Introduction to Databases, Spring 2021

## Instructor Information

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### Communication

The fastest way to connect with me is via GGC email. I am happy to set up a face-to-face meeting with you, when possible. However, we may need to establish a time and place via email or by phone.

At any time you can contact me by email, or voicemail on my GGC cell phone. Communications received Monday through Thursday after 5pm EST will be returned by the next day. On the weekend or when I am away from campus (i.e., at a conference), my response may be irregular.

When corresponding by email, I will communicate with you using only your GGC email. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

When you email me you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation.

You should also check your Brightspace (Desire2Learn) course site every day.

#### Technology Covenant

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community. This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

#### Expectations of Students

All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus or contact your instructor on how a laptop can be loaned for a semester

Students can access the course materials and grades via Brightspace (Desire to Learn).

Students should check GGC email regularly (at least twice a day).

Cell phones should be set on silent and stowed during class.

Laptop computers should remain off, except when they are being used for an in-class activity or for taking notes.

All completed assignments will be submitted through Brightspace (Desire2Learn). Unless otherwise specified, assignments must be submitted by 11:30pm due date assigned.

## Course Information

### Class Details

**Course Details**: ITEC3200, 06, 3

**Course Format:** SynchronousOnline

### Web Conferencing and Online Tests

This course will use Blackboard Collaborate and Microsoft Teams for online “virtual classroom” video conferencing sessions and collaboration activities. Some or all of the sessions may be recorded. The recordings will only be available to students enrolled in this course.

In addition, this course requires the use of LockDown Browser, Respondus Monitor, similar tools and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video, [Introduction to Respondus LockDown Browser for Students](https://web.respondus.com/lockdownbrowser-student-video/). You can also download the [Student Quick Start Guide to LockDown Browser and Respondus Monitor](https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-D2L-Student.pdf).

### Course Description

Introduction to fundamental concepts of database management.  Upon completion of this course students will be able to: 1) describe relational database core concepts; 2) utilize SQL (Structured Query Language) to create database structures, manipulate and retrieve data from databases; 3) create a conceptual database design using entity relationship (E/R) modeling and normalization best practices; 4) utilize implementation techniques to create a relational database with multiple tables, relationships and cardinalities 5) discuss emerging trends in database technologies such as non-relational database technologies.

### Course Prerequisites

ITEC 2140 or ITEC 2120 and (ITEC 2201 or BUSA 3100)

### Course Resources

#### Required Texts

This course will use open educational resources and there will not be a required textbook used in the course. The course materials for the course will be available in d2l.

#### Recommended Texts

Database Concepts, 8th Edition, 2017, Author: KROENKE, ISBN: 9780134601533

### Course Goals and Objectives

This is the first course in the study of database systems as the main storage component of business information systems. Students will begin by understanding what a database is and how it is used to help solve business problems. In the process of building an information system, student will learn the principles related to data modeling. Students will develop a simple database system in MySql and employ Structured Query Language (SQL) to setup and query a database

### Course Outcomes

Upon completion of this course, students will:

1. describe relational database core concepts
2. apply SQL (Structured Query Language) for data manipulation and retrieval
3. apply entity relationship (E/R) modeling and normalization towards the conceptual design of a relational database
4. design and implement a relational database
5. discuss emerging trends in database technologies such as non-relational database technologies

### Course Requirements and Grading

You can expect to access the course materials and grades via our course in Brightspace (Desire to Learn). Students should check this Brightspace regularly, as course changes will always be announced and recorded on the course site.

Students need to bring laptop computers to class to complete class activities. Windows based laptop or Apple MacBook (see IT Laptop Program @ www.ggc.edu/itlaptop)

#### Face coverings are required for all students attending the designated face to face sessions

#### Grading Scale

A (Excellent) 90-100

B (Good) 80-89

C (Fair) 70-79

D (Poor) 60-69

F (Failure) 59 and below

#### Grading Percentages

| Grading Category | Percent Weight |
| --- | --- |
| Class Assignments | 20% |
| Quizzes | 10% |
| Homework | 10% |
| EXAMS | 40% |
| Paired Database Project | 20% |

#### Late Work Policy

1. Late Assignment will incur a 5% deduction per day up to 7 days. Anything submitted on the 8th day from the due date or later will not be accepted for grading and will result in a score of zero.
2. No make-up tests, quizzes, midterm exam, or final exam will be given, unless previously approved.
3. All assigned quizzes, assignments, and projects must be submitted via D2L only. No e-mail submissions allowed. Any assignment submitted via e-mail or e-mail attachments will not be counted and will not be included in your grades.

#### Assessment Tools

1. Quizzes- There will be 5 quizzes in the courses and each quiz will account for 20 points
2. Homework- Homework will be assigned in d2l and students are expected to submit homework in d2l. The instructions for the homework will be provided in d2l. There will be 2 homework assignments in the course.
3. Class Assignments- The contents covered will include class assignments that are designed to reinforce the topics covered in class and promote interaction. Students will work on several hands-on database labs and projects. Students are expected to complete the class assignments and upload them to d2l by the due date assigned. Students are required to bring their laptops to every face to face class
4. Paired Database Project- Each student will work with another student using MS Teams or similar virtual meeting tool in a paired programming style to complete the database class project. The class project is focused on enabling students to design and develop a database. The database project will be completed in milestones and details about the class project will be included in d2l.
5. Exams- There will be three major exams in the course. Exam 1 is worth 100 points. Exam2 accounts for 200 points and Exam 3 accounts for 100 points. Students will complete the exams using Respondus Monitor.

### Online Test Taking

### We will conduct one or more exams using an online proctoring service. In order to use the service, you will need to have a computer with a camera, a microphone and internet connectivity. Your computer will be restricted to use only one display monitor/screen for the duration of the exam. You will need to provide photo identification credentials (GGC Claw Card or GA Drive License) and be situated in a private area for the duration of the exam.

### Course Outline/Assessments

A detailed tentative schedule for the course will be shared in d2l. The course will be offered as a 100 percent online course. Some of the class sessions will be offered synchronously via blackboard collaborate at the designated class time (MW 9:30 am – 10:45 am). The tentative schedule will be available in d2l.

### Final Exam Details

The final database project will serve as the final exam for this course. The final database project will be due on Wednesday May 05 2021. More details and specifications will be shared in d2l.

### Course Expectations

Students will need a computer to complete the assignments in the course. The course will use MySql community server 8. The recommended minimum computer hardware requirements can be found at

<https://www.ggc.edu/academics/schools/school-of-science-and-technology/degrees-and-programs/information-technology/laptop-requirement/> . In terms of operating system 64 bit Windows 10 or macOS 10.15 or macOS 10.14 works.

### Important Dates

[Jan 19 ] Classes Begin

[Jan 25] Drop/Add Period Ends

[March 03] Midterm Grades Due

[March 05 ] Last Day to Drop a Class with a W

[May 03] Last Day of class

### Course Changes

This course syllabus provides a general plan for this course. The instructor reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## School of Science and Technology

### Vision/Mission Statement

The School of Science and Technology will become recognized in the region and the state for excellence in STEM education at an open access institution. SST Faculty will provide effective and relevant courses and programs in science, math, and technology which are characterized by interdisciplinary learning, novel use of educational technology, and an active learning environment that stimulates critical thinking.

### School Policies

**Class attendance and Financial Aid**

Please be aware that faculty check attendance in each of your courses and are required to report to the Registrar students who never attend or cease attending a course. Students who are reported as never attended or have ceased attending a course, Financial Aid will be notified and is required to adjust your financial aid award accordingly. If you have any questions about how not attending a course for which you are registered will affect your financial aid eligibility, please contact the Financial Aid Office.

**Make-up Exam Policy**

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor’s discretion and only under extreme circumstances.

If an emergency arises and you miss an exam you MUST notify me on the same day as the exam. Notification by email is acceptable. Any make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date. Work missed due to unexcused absences will be given a grade of zero.

Note: Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar’s Office to attempt to withdraw from your courses without penalty.

### School/Program Outcomes

#### Integrated Educational Experience Goals:

**The IEE Goals met by the objectives of this course are in bold/strong format:**

* **IEE-1: Clearly communicate ideas in written and oral form.**
* IEE-2: Demonstrate creativity and critical thinking in inter- and multi-disciplinary contexts.
* **IEE-3: Demonstrate effective use of information technology.**
* IEE-4: Develop intercultural awareness of diverse viewpoints and of local and global perspectives.
* IEE-5: Produce scholarly or creative works that reflect information literacy knowledge, skills, and dispositions.
* IEE-6: Demonstrate ethical and moral principles.
* IEE-7: Demonstrate and apply leadership principles.
* **IEE-8: Demonstrate competence in quantitative reasoning.**

### Academic Integrity and Use of Turnitin

Students in all courses are reminded that they are responsible for avoiding every aspect or appearance of plagiarism by appropriately citing the sources of ideas, thoughts, or words of others that appear in their academic work. Education students should be aware that faculty may use the originality check feature of Turnitin to assist students in learning how to cite work appropriately in order to avoid potential plagiarism.

Please note: This policy mandates that students include complete citations for any and all work which is not totally original in Unit and Lesson Plans developed as part of the course.

#### Examples of plagiarism include:

* Directly quoting another’s words without appropriate citation and punctuation
* Overusing quotations in a written work
* Paraphrasing another’s words without appropriate citation
* Submitting assignments and other work that are not your own
* Citing primary and secondary sources incorrectly

#### Examples of academic dishonesty include:

* Submitting a single assignment for multiple courses without the instructors’ knowledge or permission;
* Using assignments submitted by other students;
* Using unauthorized materials during an exam.

## Student Resources

**Academic Enhancement Center (AEC)**

The Academic Enhancement Center (AEC) provides **free tutoring** for a variety of subjects, such as math, writing, and information technology.

The AEC is **located in W-1160** and provides on-campus tutoring by appointment only, Monday-Thursday, 9AM-9PM, and virtual tutoring 24/7 by clicking the eTutoring link on your D2L homepage.

**On-campus Tutoring**

All currently registered students can schedule a maximum **two on-campus tutoring appointments per day** by calling the AEC's front desk at **678-407-5191**. Each appointment needs a three-hour gap in scheduling to provide you with adequate time to digest material from the previous session.

You will be paired with either a professional tutor or a peer tutor who excels in their subject material for a **45-minute tutoring session addressing your specific questions and concerns**.

**Online Tutoring**

The Academic Enhancement Center will provide tutoring through Smarthinking, GGC’s online tutoring platform.

To access Smarthinking, click the eTutoring link on your D2L homepage, then select “GGC\_Subject” and your specific course in order to reach a GGC tutor. Alternatively, you can always submit a question, and a GGC tutor will respond within 24 hours, or you may select from the courses listed on the Smarthinking homepage and be routed to a Smarthinking tutor.

We look forward to being your Pathway to Success! Email any questions you may have to [aec@ggc.edu](mailto:aec@ggc.edu).

### Disability Services

Access and Accommodations: It is important to GGC that all students have equal access to the classroom and their educations. If you have already established accommodations with Disability Services, please provide me with your Faculty Accommodation Notification, with your approved accommodations listed. Please do so at your earliest convenience, so we can discuss your needs in this course.

If you have not yet established services through Disability Services (located in **D-1404**), but have a permanent disability (such as but not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts),  or temporary condition that requires accommodations, you are encouraged to meet with Disability Services. To contact disability services please call 678-407-5195 or send an email to [disabiltyservices@ggc.edu](mailto:disabiltyservices@ggc.edu).

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions.  Reasonable accommodations are established through an interactive process requiring the student and disability services staff to meet. Disability services will review the documentation provided, discuss functional limitations with the student, along with the classroom environment and potential barriers or access issues. Georgia Gwinnett College is committed to creating an inclusive and accessible learning environments consistent with federal and state law.

### Kaufman Library

Kaufman Library provides a plethora of resources, services, and space, to help ensure your academic success.

* Tens of thousands of full text articles as well as e-books, e-book chapters, reports, statistics, streaming media, virtual anatomy and chemistry models, etc., are available from the [library’s databases](http://libguides.ggc.edu/az.php) and [e-journals collections](https://galileo-usg-ggc-primo.hosted.exlibrisgroup.com/primo-explore/jsearch?vid=GGC_V1&lang=en_US), covering a wide variety of subject areas. Books available at GGC and other USG institutions can be located in [GIL-Find, the library catalog](https://galileo-usg-ggc-primo.hosted.exlibrisgroup.com/primo-explore/search?tab=default_tab&vid=GGC_V1&sortby=rank&lang=en_US). Only print books can be borrowed from other USG institutions.
* [Research assistance](https://www.ggc.edu/academics/library/ask-a-librarian/) is available via chat, web-based form, walk-in, phone, and by scheduling a research consultation.
* Kaufman Library makes available individual and group study space including a quiet reading room, and more than 35 group study rooms that can be booked via the [online reservation system](http://ggc.libcal.com/).
* Technology lending may change for the fall; please see the [Technology Lending page](https://www.ggc.edu/academics/library/lending/) for more information. Computers, fully loaded with campus software, and printing are available in Kaufman Library.

## Georgia Gwinnett College Policies

### COVID-19 Statement

Due to the ongoing changes with COVID-19, please go to [GGC’s Public Health COVID-19 Frequently Asked Questions page](https://www.ggc.edu/about-ggc/public-safety/public-health/faq/) for up-to-date information to follow fall semester. If you need to know specific COVID-19 student health information, please visit our [Student Services/Health Services page](https://www.ggc.edu/student-life/student-services/health-services/).

**When and if necessary, due to a positive COVID-19 case, face-to-face and hybrid classes may be put permantly or temporarily online per CDC guidelines.**

### Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of “0” on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the [Student Handbook](http://www.ggc.edu/student-life/get-involved-on-campus/student-affairs/student-handbook/), page 31.

### Academic Respect

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the Student Conduct Code published in the [Student Handbook](http://www.ggc.edu/student-life/get-involved-on-campus/student-affairs/student-handbook/), section 4.6.5, page 31.

### Americans with Disabilities Act Statement

Georgia Gwinnett College provides reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College takes affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans. If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Office of Disability Services](http://catalog.ggc.edu/content.php?catoid=1&navoid=22&hl=disabilities&returnto=search#disability-services). A CDS Counselor will coordinate those services.

For more information, refer to [GGC's web page on the ADA and Reasonable Accomodations](https://www.ggc.edu/community/diversity-equity-compliance/ada-and-reasonable-accommodations/).

### Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a student’s absence is excused or unexcused, and whether work will be permitted to be made up. The decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences, provided that the student discussed with and obtained approval from the instructor to make up the work missed prior to the student's going on the field trip.

Individual instructors may establish additional attendance requirements appropriate to their course’s context, e.g. lab attendance. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

For more information, refer to the [GGC Student Attendance Policy](https://catalog.ggc.edu/content.php?catoid=1&navoid=23#student-attendance-policy).

Due to the Covid situation, attendance in this course will be accounted by student completion of class assignments and related activities in the course by the due date assigned in d2l.

### Respect for Diversity Statement

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

### Equal Opportunity and Affirmative Action Statement

Georgia Gwinnett College is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnical origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, and Executive Order 11246 ).

Additionally, Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment, and maintaining an environment that recognizes the inherent worth and dignity of every person. Any individual who feels that they may have been discriminated against, should contact the Office of Diversity & Equity Compliance at [odec@ggc.edu](mailto:odec@ggc.edu).

Students requiring disability related accommodations, please contact the Office of Disability Services at [disabilityservices@ggc.edu](mailto:disabilityservices@ggc.edu).

For more general information, please visit the [Office of Diversity and Equity Compliance’s](https://www.ggc.edu/community/diversity-equity-compliance/) website.

### Safety and Security

View the [GGC Safety and Emergency Communications web page](http://www.ggc.edu/about-ggc/public-safety/safety-and-emergency-communications/) for information important to you. To avoid confusion and rumor, ensure you:

1. Sign up for [RAVE alert text notification](https://www.getrave.com/login/ggc).
2. Download the LiveSafe app for [iPhone](https://itunes.apple.com/us/app/livesafe/id653666211?ls=1&mt=8) or [Android](https://play.google.com/store/apps/details?id=com.livesafe.activities&hl=en).
3. View the 15 minute [Active Shooter Video](http://www.kaltura.com/index.php/extwidget/preview/partner_id/2022371/uiconf_id/32334692/entry_id/1_z4itrq86/embed/auto?&flashvars%5bstreamerType%5d=auto). You are the additional eyes and ears for first responders. Follow the adage, “If you see something, say something” to a GGC employee. Your community needs your increased vigilance and awareness.
4. For updates on COVID-19 please visit [our COVID-19 Public Health page](https://www.ggc.edu/about-ggc/public-safety/public-health/). It includes links to the latest information from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the University System of Georgia (USG), among others.

### Sexual Misconduct Statement

Georgia Gwinnett College is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect, and is free of all forms of sex discrimination, including sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these behaviors, the College has staff and resources on campus to support and assist you. For a list of resources, please visit [Sexual Misconduct Resources](https://www.ggc.edu/community/diversity-equity-compliance/title-ix/sexual-assault-prevention-resources/).

There are both confidential and non-confidential resources and reporting options available to you. GGC is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX Coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the [website of the Office of Diversity and Equity Compliance](https://www.ggc.edu/community/diversity-equity-compliance/).