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INFO 358 Database Management

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Required Materials: *Concepts of Database Management 3rd Edition* by Pratt and Adamski
Access 2000 Comprehensive Concepts by Shelly and Cashman

Zip disk for the lab portion of class

Course Objective: This is an introductory survey course in database concepts, history, evolving trends, design and implementation. There will be a conceptual portion and a “hands-on” development portion of the course in Access. This course is designed to be a fundamentals course and will be the grounding to other information systems courses such as Systems Analysis and Design.

Tests/Exams: There will be readiness quizzes given occasionally during the course for new topic areas. These will be given prior to discussing new topics from the text and will usually cover material drawn from the *Review Questions* at the end of each chapter in the Pratt book.

There will be a Midterm and a Final exam during the session.

There will be a software lab exam at the end of the semester.

In-class: Class participation is critical for a successful course; therefore it is very important that you are prepared to participate in every class. I will expect that you will have prepared for the class by reading any chapters and do the assignments. The amount of class participation will influence your grade. For any group activity including the quizzes you must be present to receive the group grade. If you are absent you will receive a zero for that group activity and it will be averaged into your group grade as such.

Lab Work: The Access textbook will be used in a “hands-on” fashion during the semester in a lab setting. Assignments from the text must be turned in on the assigned date or they will be marked lower for lateness. (Late assignments will be marked 10% lower for each calendar day late.) If you turn one in late, turn it into my secretary in Schott 505 and have her mark the date and time on the assignment.

Assignments **MUST** have the assignment numbers and pages marked on them along with your name on every page. (After the first assignment you will lose points for not adequately identifying your assignments.)

For example: **Your Name**
Case 2a pg 3.59
Or
ITL 3-4 pg 3.57

Database Project: A database project involving *Access* is to be completed by the end of semester. (You can work with one other person on this project if you would like, I would expect a little more work if you have a partner.) This project will be either one of your own designs or I can assign it. When you finally turn the project into me include *your disk and a hardcopy of any forms and reports in your project. Include an E-R diagram of the database along with description of the project.* Put all in a standard-sized manila envelope.

Current Database Issues: One article will be due on a database issue from a **journal no older than one year**. A copy of the article (minimum of 3 pages or 2100 words) along with a one page abstract of the article is required on

the assigned due date. This abstract page is to be single-spaced, approximately 6 lines/inch and have one inch margins (see guidelines on page 3.) I will not be returning these so if you want a copy of the article or abstract you will need to make one. Articles will be graded on topic choice, comprehensiveness, clarity, grammar, spelling, and over-all readability. (Abstracts are due the last day of class (week before final exams). Any submitted late will lose ten percent credit for each calendar day late.)

Presentation of Current IS Issues: Your database article, or some topic of interest from the world of database, will be presented to the class sometime during the session. This is to be approximately a 7-minute PowerPoint presentation. You want this to be an interesting topic and one that would be easy to present. Usually a topic about how a business made good use of a database, security issues, web-based databases, data warehousing, data mining or a new technological issue related to databases in business are interesting topics for the class. Avoid talking too much about HOW the computer technology works and keep to topics dealing with some interesting uses of databases in business. You will be graded on presentation style as well as clarity in discussing your topic. When using PowerPoint, as a general rule, do not exceed 20 words on a slide and use appropriate clip art and Internet graphics along with animation. **You may not read your presentation.** You can have notes to help guide you but if you just read you will lose points. You will need to provide a handout for the class of your presentation (one page with six key slides) and a complete copy of your presentation for me. You will be graded on the following criteria...Appropriate Topic, Discussion of the Topic, Time presenting, Eye Contact, Slide Layout, Use of Internet Graphics (such as corporate logos), Transitions and Animation in slides.

A sign-up sheet will be distributed during the first class. If for some reason you cannot present on your scheduled day it is your responsibility to switch presentation times with someone else or check with me to see if there is an opening in the schedule. With the tight presentation schedule that we have there can be no makeups and anyone missing their day without arranging for a substitution will receive a score of zero.

Grading Criteria:

Individual Assessment Tests	12%
Class Participation.....	6%
Article Abstract/Presentation.....	12%
Exams (Textbook).....	40%
(Midterm 20%, Final 20%)	
Lab Work.....	30%
(Assignments (5%), Project (10%), Access Exam 15%)	

Grade Distribution:

91 - 100	- A
81 - 90	- B
71 - 80	- C
61 - 70	- D
Below 61	- F

Note1: Attendance is required and more than three class absences will result in a lowering of your grade.

Note2: There will be no extra credit!! Plan on excellence in your regular class performance and there will be no need to consider extra credit.

Article Abstract Guidelines

Description

Prepare a one-page, single-spaced, word-processed abstract of an article related to any topic involving database technology. Articles may come from a variety of sources (e.g. *PC Computing*, *BYTE*, *Information Management*, *PC Magazine*, *Compute Magazine*, *Business Week*, *Database*, *Fortune*, etc.) Articles abstracted must be at least three pages in length (three pages of text—minus graphics or approximately 2100) and must be published within the last year. (NOTE: If you use an electronic copy found on one of our electronic databases you will need about 6-8 pages to equal a normal 3-4 page journal article.)

Include the following:

- A copy of the article being abstracted. (This must be a copy of the article and **not** the original article removed from the journal or magazine.)
- The bibliographic citation of the article in the top left hand corner (for style format-see below).
- A synopsis of the article highlighting the main thesis of the author and any supporting points.
- A personal evaluation of the article. Was the article valuable to you? Did it seem credible? Do you agree/disagree with author's conclusions? How does it relate to elements in your profession or major?

General Format to be followed:

- One page, single-spaced, word-processed with one-inch margins. (Do not exceed one page...make this a summary of the important aspects of the article.)
- A copy of the article is to be stapled behind the abstract.
- The format must be followed.
- These articles will not be returned.

Note on Grading:

To receive an excellent grade (A) all the guidelines must have been followed and you must exceed the 3-page journal minimum. In addition there can be no typos or grammatical errors and the summary must be clear and to the point.

Author Last Name, First Initial. Year Published.
Title of article. Publication Name, Volume,
Issue, Page numbers.

Your Name
Fall 2001

Three fourths of the page will be a summary of the article highlighting the main idea of the author and any supporting points. A brief discussion of the article's key points and conclusions are appropriate.

The last fourth of the page is to be your **personal reaction** to the article.

Comment on: How was it valuable to you? Was the article credible from your point of view? Why or Why not? How does this article relate to your profession?

The abstract is due on the scheduled due date. Abstracts submitted late will lose ten percent credit for each calendar day late. If you are unable to make a due date, you may fax the article to me or send it in with another student.

INFO358 - Tentative Schedule for INFO358-11 W-F at 8:30 to 9:45

<u>Class</u>	<u>Topic</u>	<u>Pratt Text</u>	<u>Access Text</u>
Week 1 (Aug 27)	Intro to Course Assign Presentation Days <i>Access</i> - Project One (due next week)		Print Marina Table <i>In the Lab</i> #2 Print tables Cases: #2 Print Table
----- Week 2 (Sept 3)	Introduction to Database Management <i>Access</i> - Project Two (due next week)	Chapter 1	Print Query Pg.2.42 <i>In the Lab</i> #2 Print 5,9 Cases: #2 Print a; d; f
----- Week 3 (Sept 10)	Relational Model <i>Access</i> - Project Three (due next week)	Chapter 2	Print table results of pg. 3.50 <i>In the Lab</i> #2 Print 4,19 Cases: #2 Print final table
----- Week 4 (Sept 17)	Relational Model: Advanced Topics <i>Access</i> - Project Four (due next week)	Chapter 4	Print Form pg 4.49 (use screen capture and put in Word Doc - use Alt+PrtSc) <i>In the Lab</i> #2 Print 2,6 Cases: #3 and #4 Print Report and Form
----- Week 5 (Sept 24)	Database Design 1: Normalization <i>Access</i> - Project Five (due next week)	Chapter 5	Print Form pg 5.45 <i>In the Lab</i> #2 Print 3,6 Cases: #3, #4 Print: #3 Table, #4 Form
----- Week 6 (Oct 1)	Exam		Finish up any Access work
----- Week 7 (Oct 8)	Normalization continued <i>Access</i> - Project Six (due end of next week)		Print Switchboard Pg 6.50 <i>In the Lab</i> #2 Print 6, 10 Cases: #3, #4 Print each

Week 8
(Oct 15)

Design 2: Design Methodology Chapter Six
Access – Project Seven (due in two weeks)

Print Report on pg 7.47 and Mail
Labels pg 7.51
In the Lab #2 Print 8,13
Cases: #3 and #4 Print results

Week 9
(Oct 22)

Relational Model: SQL Chapter Three
Complete Project Seven

Project Outline Due

Week 10
(Oct 29)

SQL continued this week Chapter Three
Access - Project Eight (due in two weeks)

Print results of pg. 8.46 &
Excel sheet pg. 8.51
In the Lab #2 Print #5

Project Outline Due
Cases: #3, 4 Print Results

Week 11
(Nov 5)

Functions of DBMS Chapter Seven
Complete Project Eight

Week 12
(Nov 12)

Normalization and SQL revisited
Access – Project Nine (due in two weeks)

(Nothing to print)
In the Lab #2 Print#1,2,17

Week 13
(Nov 19)

Thanksgiving Break
Complete Project Nine and work on project

Week 14
(Nov 26)

Database Administration Chapter Eight
Lab Exam Review

Week 15
(Dec 3)

Complete Discussion of Data Administration
Project Work

Week 16
(Dec 10)

Project Presentations
Access Lab Exam

Abstract Due

Week 17
(Dec 17)

Exam Week
Final Project Due-- package in manila envelope along with disk