INFO 3233 Data and Information Management
Section 003 (MW - FRIDAY 339)

Note: This syllabus may be subject to minor changes during the semester after adequate advance notice to students.

Important Information & Policies

Niner Nation Cares: All students must follow the updates and instructions posted on http://ninernationcares.uncc.edu and https://ninernationcares.uncc.edu/students. For your own health and safety and that of your friends and families, make sure to adhere to the health and safety guidelines posted on the above links. Please do not treat these guidelines lightly.

Face Coverings: It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings in all indoor spaces on campus, including classrooms and labs, regardless of vaccination status. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility.

Absenteeism during Covid-19: Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- Complete your Niner Health Check each morning.
- Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- If you are sick: If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for
symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.

- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact Student Assistance and Support Services.

To return to class after being absent due to a period of **self-quarantine**, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 **diagnosis**, students should submit an online request form to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course. The specific instructions for this situation will be provided on a case-by-case basis. The final decision for approval of all absences and missed work is determined by the instructor.

**Laptop requirement:** All upper-level business students, which includes all students in this class, are required to have their own personal laptop computer. The policy and the minimum system requirements are found at the link https://belkcollege.uncc.edu/laptop-policy.

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**Instructor and Class Information**

**Instructor:** Dr. Brittani "Dr. Brit" Washington

**Office:** FRIDAY 347

**Office Phone:** 704.687.1988

**Email:** bwashington@uncc.edu *(This is the preferred mode of communication. Please allow up to 24 hours turn-around time for questions during the workweek. Weekend questions may take longer.)*

**Office Hours:** MW 3-4 PM | F 2-5 PM, via Zoom by appointment only
**Class Hours:** Monday & Wednesday

- Section 003 4:00 - 5:15 PM

**Class Period:** Aug 23, 2021 - Dec 8, 2021

**Venue:** FRIDAY 339

**Teaching Assistant:** Ebuka Ngwadom - engwadom@uncc.edu

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### Syllabus Overview

- This syllabus contains the policies and expectations for this course. Please read the entire syllabus carefully. The standards and requirements set forth in this syllabus may be modified at any time by the instructor.
- Notice of such changes will be by an email, an announcement in Canvas, or by changes to this syllabus posted on the course Canvas website.

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### Catalog Description

- A study of and implementation of databases for business applications. Exploration of basic concepts of design and the use of SQL to create and manipulate corporate databases.
- Pre- or Corequisite(s): INFO 3130 with a grade of C or above; and Junior standing or permission of department.

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### Course Learning Objectives

1. To be familiar with the database terminology used to support businesses.
2. To develop the competency to design and implement relational databases for businesses effectively.
3. To understand data modeling and the application of both the entity-relationship and normalization approaches to the design of relational databases.
4. To use DBMS software to structure, query, and update databases through the use of SQL.

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### Course Materials

**Note: The ISBN is for a loose leaf bundle containing only the chapters we will be using is available at the campus bookstore. Alternatively, you may consider using the 10th edition but there may be minor differences.**

2. **Textbook student website:** contains video tutorials, datasets, interactive quizzes, solutions to select problems, PowerPoint presentations, and the textbook Appendices. The URL will be posted in Canvas.

3. **Other readings and helpful documents will be posted on Canvas.**

4. **Software packages:** MS Access and MS Visio are available to students for no charge. The links to software download and installation instructions will be posted in Canvas. Note: MS Access is a database suitable for beginners to learn database concepts; there are many other database management systems and database software in the market, like SQL Server and MySQL. Visio is for you to draw a nice diagram using standard symbols; recommended how-to videos are posted in Canvas.

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**Grading**

<table>
<thead>
<tr>
<th>Assignment Groups</th>
<th>Submission</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams [3 @ 225 points]</td>
<td>Individual</td>
<td>675</td>
</tr>
<tr>
<td>Project</td>
<td>Group</td>
<td>140</td>
</tr>
<tr>
<td>Homework [2 @ 30 points]</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>ERD, Normalization</td>
<td>Group</td>
<td>60</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>Individual</td>
<td>50</td>
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<tr>
<td>Chapter Problems [5 @ 5 points]</td>
<td>Individual</td>
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<tr>
<td>Quizzes [5 @ 10 points]</td>
<td>Individual</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Assignment Groups Submission Points**

**Exams:** Four equally weighted exams will be given in this course: three during the course instructional period plus a comprehensive final during the final examination dates. However, only the three of the exams will be counted towards the grade. Students may take all four exams and drop the one with the lowest grade.
In Canvas gradebook, the optional final exam is yet added. If a student took the optional final and the grade is higher than one of the midterm grades, then the student’s grade will be adjusted manually.

**Project and Homework:** The first Homework assignment (ERD) is to be completed individually, but the second one (normalization) and the project will be completed by groups of 4 or 5 students per the date due on the course schedule.

All members of a group are expected to contribute. If a group member does not contribute, the rest of the members may, after a consensus agreement and the consent of the instructor, ask them to leave the group. The maximum project grade for students not belonging to a group will be a B.

The instructors give the problem context of the Homework assignments. For the project, the students will pick a business they like; examples are shown below. Once the students have selected a business, each group will draw a scope of its operational database. There must be at least five strong entities. In brief, after the scope of the database is approved by the instructor, each group will develop a set of business rules, ERD, 3NF table design, data dictionary, SQL queries. A project template and detailed project instructions will be posted in Canvas.

- Airline – booking
- Hotel – booking
- Manufacturing – production
- Coffee Shop – inventory and sales
- Banking – the mortgage loan application
- Hospital
- Bookstore
- Restaurant

**Attendance & Participation:**

Attendance and participation are expected since they are part of ACTIVE LEARNING. Attendance may be taken RANDOMLY IN CLASSES AND at any point during the class (beginning, middle, and end). Tardiness or early departure are disruptive since they affect others in the class and are, of course, discouraged and will be reflected in the attendance grade as absences. Absence from a class session also implies zero participation for that session.

Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Appropriate documentation may be requested. Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) prior to each class session. Students must be prepared to answer questions on the “current” topic.
Discussion questions and quizzes may be used to evaluate preparation/participation and the results will be combined with the attendance record. Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

Students can miss up to 30% and still get 50 points toward the final grade. For instance, if there are 10 opportunities of attendance & participation, 7/10 receives 50/50 points.

Quizzes:

Five online quizzes (50 MC/TF questions total @ 1.0 point each). Three attempts allowed. Must be completed by respective due dates.

Chapter Problems:

Students will complete five sets of problems associated with each chapter (2 to 6). In general, these problems are due after each chapter is covered. Students are required to submit in Canvas either an electronic file containing their work or a snapshot of their handwritten work. To receive credits, the students must label each problem clearly in the submission, and the work must be legible! Credit will be given for a complete attempt for each problem assigned, regardless of whether the answer is completely correct or not.

Grading Scale:

The final letter grade will be calculated based on the following scale:
A: 900 points and above; B: 800-899; C: 700-799; D: 600-699; F: Below 600.

Other Class Policies:

Participation Policy: Every student is expected to participate to complete all the assignments. Checking email and Canvas regularly during the course period is required.

Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) prior to their corresponding assessments.

Make-Up Exams: Make-up exams will NOT be given except in cases of serious medical emergencies, as evidenced by a written doctor's excuse. Permission must be obtained from the professor prior to the scheduled exam time. Students missing an exam with an approved excuse will be allowed to make up the exam with the professor's approval during the final exam period. There will be no make-up for the comprehensive final.
Exams are a form of intellectual property belonging to those who create them (your professors). This means that exams may not be distributed to other students outside this class. Doing so will be considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

**Assignments/Projects:** You must complete each individual assignment (e.g., exams) on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result in a minimum in a grade of zero for the project/assignment with a possibility for further disciplinary action.

**Due Dates Policy:** A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have sailed without you, and your ticket (homework) will be worthless. Late homework will not be accepted, and you will receive a zero for that assignment. If you know you will miss class, make arrangements to turn in your work ahead of time.

**Grade Appeals Policy:** If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the professor in writing within seven calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

**Academic Integrity:** As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism, or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be his/her own work.

All UNCC students have the responsibility to be familiar with and to observe the requirements of The UNCC Code of Student Academic Integrity (see the Catalog and also http://integrity.uncc.edu/). This Code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as library books on reserve), and complicity in academic dishonesty (helping others to violate the Code).

Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.
For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor and are also binding on the students in this course. Students who violate the Code can be punished to the extent of being permanently expelled from UNCC, and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F."

If you are unclear about whether a particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.

Disability Accommodations: Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services. For more information regarding accommodations, please contact the Office of Disability Services at 704.687.4355 or stop by their office in 230 Fretwell.

Diversity: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to, ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Incomplete Grade Policy: Receiving a grade of incomplete ("I") is not based solely on a student’s failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

Religious Accommodation for Students Policy: The instructor will observe University Policy 409 (https://legal.uncc.edu/policies/up-409) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester (typically the tenth day of instruction).
Course Changes Policy: The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Changes will be announced in class and will also be posted online.