

INFO 3233-003 | DATA AND INFORMATION MANAGEMENT

Faculty: Dr. Brittani S. Washington "Dr. Brit"

Email: bwashington@uncc.edu

Office: Friday 347

Phone: 704-687-1988

Office Hours: By appointment only

My preferred method of contact is by email. I will respond to all emailed questions within 24 hours Monday - Saturday. No emails will be responded to on Sundays.

Course 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 Co-requisite:

Pre- or Corequisite(s): INFO 3130 with a grade of C or above; and Junior standing or permission of department.

Meeting Times:

Monday & Wednesday | 4:00 PM - 5:15 PM

Course Objectives:

1. To be familiar with the database terminology used to support
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.

Required Materials:

- **Textbook:** Coronel, C., Morris, S., and Rob, P. Database Systems: Design, Implementation, and Management, 13th Edition, Course Technology (ISBN # 9780357687536) ****Note: Alternatively, you may consider using the 12th edition but there may be minor differences.**
- **Other readings and helpful documents will be posted on Canvas.**
- **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.

Course Format & Expectations:

This syllabus contains the policies and expectations I have established for INFO 3233. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Course Format

This course will be delivered in-person. If any adjustments needs to be made some lectures may change to an asynchronous format. All students will be notified in advance via the announcements section.

Assignment Groups Submission Points

The course is designed to engage you in class activities. All students are expected to meet regularly every Monday and Wednesday. The sessions will include lecture time as well as time for demonstrations, applications, discussion, polls, and problem-solving. Try to manage your schedule and time for activities or assessments by the due dates.

Exams

Three semester exams and a cumulative final will be administered using the Respondus Monitor. Please see the FAQ's in the Help forum for a list of behaviors that may be flagged as high-risk behaviors. The list is NOT exhaustive. The cumulative final exam can be considered optional as the lowest score between your 3 exams and the final exam will be dropped for a total of three exam grades (180 points each) being used in the final grade calculation. Students may choose to take all four exams and drop the lowest. Please be advised that if you do not take the final exam, your final grade will reflect your performance on the first three exams and the other course elements.

Example: Student A scored 140, 150, and 160 points on their first three exams for a total score of 450 points. By electing to take the final, the score of 140 could be replaced by a better score on the final but the final will **NOT** negatively impact their grade if they score less than 140. If they elect not to take the final, they will receive 450 points for their exam performance for the semester. Please see the Grading Criteria section for details on the evaluation of other course elements.

Should a student miss an exam, that student will receive a grade of zero (0) for that exam. No early or make-up exams are allowed (unless under unusual circumstances) since you can replace a lower exam grade with the optional final exam. If you miss an exam you can take the optional final exam to replace the zero for that exam. There will be no make-up for the comprehensive final. Make-up exam accommodations 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. If a student be granted a retake of a missed exam, the student must schedule and retake the exam within three school days.

Exams are closed book and notes, no exceptions. Questions on the exams will be taken from the assigned readings of texts, class lectures, and/or assignments. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor's possession or control. Exams may not be copied, shared, or uploaded to any third-party website for any reason. Failure to abide by this requirement will be considered theft of intellectual property. Such action will result in an exam grade of zero (0) and may warrant further disciplinary action.

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.

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

Quizzes

There will be five online quizzes (MC/TF questions). Three attempts allowed. Must be completed by respective due dates.

Grading Criteria:

Course Element	Submission	Value
Exams [3 @ 225 points]		
Comprehensive Final Exam - It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped.	Individual	675
Project	Group	140
Quizzes [5 @ 10 points]	Individual	50
Attendance & Participation	Individual	50
Homework [2 @ 30 points]		
ERD	Individual	60
Normalization	Group	
Total		975

Grading Scale:

A 100 % to 90.0%

B <90.0 % to 80.0%

C <80.0 % to 70.0%

D <70.0 % to 60.0%

F <60.0 % to 0.0%

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.

Course Policies:

General Policies:

This syllabus contains the policies and expectations I have established for INFO 3233. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Classroom Conduct:

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

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.

Assignments Policy: Students will complete individual learning assignments by the due date posted on Canvas. ***Late assignments will not be accepted after the due date and will receive a grade of zero (0). Completed assignments cannot be reopened and assignment due dates cannot be extended for individual students.***

You must complete each assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

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, decide 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 instructor in writing within 3 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.

Electronic Devices in Class:

The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class sessions and exam periods unless being used as a part of Poll Everywhere or at the instructor's discretion. Except in emergencies, those using such devices must leave the session for the remainder of the on-line class period and the class participation grade will be impacted.

Laptop Policy:

All students in 3000 courses are required to have their own personal laptop computer which should adhere to the minimum requirements as per the laptop policy.

Miscellaneous:

- The instructor reserves the right to change the course outline, and the course contents.
- Assignments that are submitted late will receive a zero.
- There will be no extra credit offered for any individual student during the semester.

Webcam Use in the Classroom:

This course may require you to use a webcam for class sessions and/or assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments.

Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.

University Policies and Notices:

Academic Integrity:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: <http://legal.uncc.edu/policies/up-407> Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Non-Discrimination:

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

Preferred Gender Pronouns:

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

Title IX:

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you

know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to **report the information to the Title IX Coordinator** [↗](#). Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (**counselingcenter.uncc.edu** [↗](#), 7-0311); or (2) Student Health Center (**studenthealth.uncc.edu** [↗](#), 7-7400). Additional information about your options is also available at **titleix.uncc.edu** [↗](#) under the “Students” tab.

Religious Accommodation:

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a **[Request for Religious Accommodation Form](#)** [↗](#) to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in **[UNC Charlotte’s academic calendar](#)** [↗](#).

Student Grievances:

Student Grievances Students enrolled in courses at the University of North Carolina at Charlotte who would like to file a complaint regarding their experience may do the following: 1. Refer to the UNC Charlotte Student Grievance Procedure. Students may also contact UNC Charlotte’s regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. 2. Students residing outside of North Carolina while attending UNC Charlotte may file a complaint in their state of residence. As required by federal regulations, students are directed to the list of resources here, compiled and updated by the State Higher Education Executive Officers.

Withdrawals:

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

Incompletes:

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I. University policy addressing Incompletes.

FERPA Notification:

In establishing **[University Policy 402, Student Education Records](#)** [↗](#), UNC Charlotte adheres to a policy of compliance with the **[Family Educational Rights and Privacy Act of 1974](#)** [↗](#), also known as FERPA, a federal law that affords students the following rights with respect to their education records. For details, see the **[FERPA Annual Notification](#)** [↗](#) posted on the Office of Legal Affairs website. All questions concerning this FERPA Annual Notification may be directed to the attention of the **[Office of the Registrar](#)** [↗](#).

Student Support:

Disability Support Services:

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.

The Office of Disability Services works with current undergraduate and graduate students along with prospective students to ensure equal access to UNC Charlotte's campus and educational programs.

All services are dependent upon verification of eligibility. Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs. Students are strongly encouraged to register or check-in for their accommodations with a Disability Services counselor as soon as they have registered for classes. Accommodations are not retro-active and will not begin until the student notifies his or her faculty by providing the Letter of Accommodation.

Please visit the Office of Disability Services at for additional resources, email questions to disability@uncc.edu, or call 704-687-0040 (tty/v) for more information.

Accessing Help/Mental Health Services:

Mental health concerns or stressful events may reduce a student's ability to participate in daily activities or diminish academic performance. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Counseling & Psychological Services (CAPS) website at caps.uncc.edu ↗.

Student Support Services:

Be sure to take advantage of the wealth of resources and support available at UNC Charlotte. Some of the resources available to you include the University Writing Resource Center, University Counseling Center, and the J. Murrey Atkins Library.

- [University Center for Academic Excellent \(UCAE\) | \(704\) 687 7837 | uncc- ↗ ucae@uncc.edu ↗](#)
- [University Writing Resources Center \(WRC\) | 704-687-1899 ↗ | wrchelp@uncc.edu](#)
- [Veteran Student Services | 704-687-5488 | veteranservice@uncc.edu](#)
- [University Counseling Center | 704-687-0311 ↗](#)
- [Multicultural Resource Center | 704-687-7121 | ↗ mrc@uncc.edu](#)
- [List of computer labs on campus ↗](#)
- [Atkins Library Laptop Lending program ↗](#)

Food Insecurity:

Food insecurity is defined by the USDA as “a lack of access to enough food for an active, healthy life.” Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte offers assistance to students facing food insecurity through an on-campus food pantry. The Jamil Niner Student Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website at <https://ninerpantry.uncc.edu/> ↗ for schedule and details on its services, as well as resources about hunger and food insecurity among college students.