MGMT 637 Syllabus Table of Contents

FALL 2012

MGMT 637 – Database Management Systems
[3 credit hours]

Instructor Information

Instructor:	**Joshua Saiz**
E-Mail:	**josh@mgt.unm.edu**
	(use only when WebCT-Email is not functioning)
Phone:	**277-8812**
Fax:	**277-7108**
Office:	**Anderson IT House**
Office Hours:	• **Weekly Online Sessions**
	• **By Appt.** (In Office, Online or by Phone)
	• Online uses Web Conference link (Elluminate)
Department Chair:	**Dr. Steven Yourstone: yourstone@mgt.unm.edu**
Preferred Method of Contact:	• WebCT email for personal communication
	• WebCT discussion board for class questions
	• *Direct email only for emergencies*

Instructor Response Time

Communication
I routinely check WebCT for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48 hour response, Monday – Thursday. I will try and respond during the weekend (Friday afternoon to Sunday) else by noon the following Monday or earlier.

Grading
Graded assignments are routinely returned to students within one week or the second Monday after an assignment has been submitted for graded.

Course Information

Course Description:
The management of data resources to support information systems in organizations. Logical data base structures, applications, and physical implementation of information systems using data base management systems.

Course Objectives:

This course provides a broad introduction to database and database management systems with particular emphasis on database modeling, design, and structured query language (SQL). After successfully completing this course you will be able to:

- Describe the components of, interfaces to, advantages of, and disadvantages of a relational database management system
- Read, develop, and critique entity-relationship models
- Design normalized relational databases based on entity-relationship models
- Add, update, and delete tables and rows within tables using both SQL commands and interactive tools
- Write simple and complex queries to extract data from tables
- Use basic DBMS objects, such as views, stored procedures, functions, and triggers to manage a complex database
- Import data into an existing database using SQL Server Integration Services

Prerequisites:

MGMT 330

Course Orientation:

All Orientation information can be found in WebCT under the Week 1 Module.

Web Conferencing/Elluminate:

Web conferencing will be used in this course for meeting with the instructor. Elluminate will be used to allow the students and instructor to communicate. Weekly online sessions will be scheduled – refer to the course schedule for dates and times. The online sessions are optional, but offer an option

For the online sessions, you will need:

A high speed internet connection is highly recommended for these sessions.   A wireless internet connection may be used if successfully tested for audio quality prior to web conferencing.

Java installed and updated on the system you are using to connect.

Optional: USB headset with a microphone. Quality entry models are widely available at BestBuy, Walmart or online.

Textbooks and Supplementary Materials

Required Textbook:

David M. Kroenke, D. Auer, Database Processing, 12th Edition, Prentice Hall, 2011, ISBN-10: 0132145375, ISBN-13: 9780132145374

Supplementary Materials: USB Headset with a microphone for use in the Web Conferences (used for Online Meetings with Instructor and Group). Students **MUST** use a headset with mic which reduces feedback instead of built-in computer mic.

Textbooks can be rented for the term of the semester, contact the UNM Bookstore for more information. You can also rent the text from Amazon.com or from other online sources.

Technical Considerations

Required Technology:
In order to access your online course, students will need to log onto WebCT Vista. (https://vista.unm.edu). In addition, this course requires students to be able to open, use and read Microsoft Word, Adobe Acrobat (PDF), and Excel files. The Microsoft Office 2010 suite is preferred but not required.

The Anderson Virtual Lab (VLAB) will be used to allow students to connect to their Microsoft SQL Server database using Microsoft Visual Studio. A system will be configured so that students can connect to their database. The sessions will be timed and restricted to just the Anderson network.

Each student will use his/her NetID and associated password to log on to the VLAB. To ensure that every student has access, it is advised that you **change your password**. This will ensure that your NetID is recognized by the UNM LDAP/Active Directory infrastructure, and most importantly, that you are not prompted to change your password during the semester (UNM requirements). To change your password visit the following site: https://netid.unm.edu

Although the majority of MIS/IA students should already be familiar with the VLAB, an online review session will be posted for the first week of the semester. It is strongly recommended that everyone review the session as topics may be introduced and used later in the semester. .

Anderson VLab Web Site: https://vlab.mgt.unm.edu

Online Courses Requirements:

- A high speed Internet connection is highly recommended.

- Supported browsers with WebCT include: Internet Explorer, Firefox, and Safari.

- Suggested browsers for the VLAB include: Internet Explorer (8+) and Firefox; IE is recommended.

- Check your browser configuration at: https://vista.unm.edu/webct/urw/lc4130011.tp0/browserchecker.dowebct?

Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection

speed can **greatly** affect performance.

Online courses perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including UNM's Computer Pods or one of UNM's many Statewide Centers.

For additional information: see http://vista.unm.edu.

For UNM WebCT Technical Support: (505) 277-5757 (M-F 8am - 5pm) or webct@unm.edu.

For Web Conference Technical Help: (505) 277-0857 or media@unm.edu

Assessment and Grading

Instructor Expectations:

I will give each of you 100% of my commitment to help you successfully complete my class, however, I expect 100% of your commitment to this class, which includes reading the textbook, using the resources available in WebCT, watching my videos, posting questions in the discussion board, completing your homework assignments, preparing for exams and reviewing your graded homework and exams and following up with questions to the instructor.

Exams:
Two (2) exams will be given and are listed in the course schedule. Review questions will be distributed before each exam. The online meeting prior to each exam date will be devoted as an exam review.

Both exams will be proctored and in-person/on the Anderson campus at the Anderson Computer Lab, ASM 1002. See the schedule for exact exam dates and times. If you cannot attend an exam date or need services not offered at Anderson, please notify the instructor of your exam location and date/time.

If a student lives more than 90 miles outside of the Albuquerque area, students can arrange (with instructor approval) to take the final at a UNM branch campus or a pre-approved testing site. Students must request approval to take the final at another testing site four (4) weeks before the final exam date. Students must also schedule and confirm the test date with the instructor and the proctored site. Contact the instructor for a list of "UNM approved" proctor sites.

As with all exams, it is your responsibility to be prepared and honest. Any signs of dishonesty will be severely punished.

Assignments:
Five (5) homework assignments will be assigned during the semester. Each assignment is a practical exercise that requires you to complete tasks necessary to understand the design of a database. Instructions for each project will be distributed at least two weeks prior to the due date. Students will be expected to complete homework projects individually.

Grade Weighting:

Exam 1	25%
Exam 2	25%
Normalization Assignment	10%
Relational Modeling Assignment	10%
DDL: Tables Assignment	10%
DML: CRUD Operations Assignment	10%
DBMS Objects Assignment	10%
TOTAL	**100%**

Grading Scale:

Final grades will be issued on a fractional basis. I believe that an "A" is different than an "A-", a "B+" is different than a "B", etc. If you put forth the effort, you can earn the grade that you set to achieve. I follow the standard grade points for letter grades:

Grade Letters and Percentages	
A+: 100-97%	C+: 79-77
A: 96-93	C: 76-73
A-: 92-90	C-: 72-70
B+: 89-87	D+: 69-67
B: 86-83	D: 66-63
B-: 82-80	D-: 62-60
F: 59 Or Less	

Assignments and Participation

Assignments:

As stated above, there will be 5 homework assignments. Each assignment is a practical exercise that requires you to complete tasks necessary to understand the design of a database. Instructions for each project will be distributed at least two weeks prior to the due date. Students will be expected to complete homework projects individually.

Assignments due dates are listed in the Course Schedule. Keep in mind that due dates may change. An announcement will be posted in WebCT regarding any changes to the dates. The Course Schedule will be updated accordingly. **Late assignments will be penalized 10% per day late.**

Weekly Tasks:

1. All the information you need for each week is found under the corresponding weekly module.
2. Each module includes:
    a. PowerPoint or other Instructor handouts
    b. Lecture Videos
    c. Discussion Board – Use this to post questions about each assignment.
    d. Additional information pertaining to the topic of the week.
3. Read the assigned chapter(s) for the week (see the Course Schedule)
4. Review the PowerPoint slides.
5. View the lectures videos, which discuss the material. Keep in mind that the videos will be broken into smaller, digestible pieces that should not be longer than 20 minutes. The videos will also illustrate how to approach and solve the homework assignments.
6. Complete the assigned homework assignment per the Schedule.
7. Students are expected to complete the assigned homework and post questions in Discussions under the appropriate topic for clarification after checking their work against the posted solutions.
8. Post any questions about the homework in Discussions under the appropriate topic.
9. If you need to post a message only to the instructor use WebCT's email and select Josh Saiz.
10. Although optional, a weekly online Q&A session will be available. The day and time will be determined in week one based on student availability. It is strongly recommended that you "attend".

Online Q&A Sessions:

As the lectures may not be enough for you to learn the material, optional online meetings will be made available for students to ask questions. One day a week (day and time TBD), an online Q&A session will be held using Elluminate via UNM's Vista WebCT package. The session will be offered to all students to ask any outstanding questions related to the material. The session will also be recorded so you can review the material again, or if you happened to miss a session, you can view the material covered in each session. These sessions are optional, but provide a good basis to interact with the instructor and gain additional information related to assignments and exams. When necessary and requested, additional sessions may be added and will be posted in advance on the WebCT site.

It is in your best interest to attend a number of these sessions as these sessions can be valuable in clarifying the material.

Students are expected to be prepared for online meetings. Learning is enhanced when all are prepared. The instructor may ask questions from each student during the session. Personal experiences that apply to the discussed material are encouraged. Your peers can also enhance your learning experience – not all learning is derived from the book, lecture, or instructor. If necessary, lab partners will be assigned. In addition, the sessions tend to be visual and those who learn from visual components will benefit even more.

The Elluminate system (available from the course main page) will allow the instructor to interact with each student and their desktop. It is advised that you have the latest Java updates applied to your system. In my experience, Firefox may work better with WebCT than Internet Explorer and Safari so please consider using this method if you are have issues.

As this class will tend to be "virtually hands-on", the Anderson VLAB will be used and in order for you to have a good experience during the online sessions, it is advised that you have all VLAB sessions ready before each online meeting begins. Each online session will be recorded, but I will be noting which students have actively participated in each session. More information about the VLAB is available

below.

Class Participation/Postings:

Just because the class is a distance learning class does not mean we are disconnected. The posting of homework assignment questions creates a learning community where students are supported and frustrations are reduced while also reinforcing knowledge.

If you choose to participate, keep in mind that postings should be constructive and supportive. Postings should guide students to how to solve a problem, but not provide actual answers. This class is about learning and/or refining your knowledge about databases. By using somebody else's answers, you are cheating yourself and it **will** be reflected in your exams.

WebCT Tracking:

WebCT Vista automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Inclement Weather, Course Interruptions and Scheduled Maintenance

Inclement Weather

In the event of inclement weather or school closures or delays which affect proctored exams (especially finals) or required face-to-face meetings, the instructor will provide guidance to how proceed. Alternative arrangements will be made to ensure that "make-up" exams are fair.

In the event of an unexpected course interruption

If WebCT or WileyPlus is down on the day an assignment or exam is due, email the instructor at josh@mgt.unm.edu and let me know the problem you are encountering. **If the instructor confirms that the system was down, the instructor will automatically extend the due date for 24 hours.**

Scheduled Maintenance

WebCT has a daily scheduled maintenance window from **4:30 am – 5:30 am** when WebCT is not available. There is also a routine maintenance window **every Saturday from 6:00 am – 12 noon** which may be used for system maintenance. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including WebCT. The general system maintenance window is on **Sundays from 6:00 am – 12 noon**. Announcements for the Saturday and Sunday maintenance windows are normally posted in WebCT two weeks ahead of time to notify users of planned outages.

Course Expectations & Ground Rules

Course Expectations:
- time required (10-15 hrs per week)
- students are expected to learn how to navigate in WebCT
- students are expected to keep informed of course announcements
- students are expected to use the WebCT course email to contact instructor for personal matters as opposed to emailing the instructor at their UNM email address (exception is when WebCT is down or an immediate emergency has occurred)
- students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation (send an email when you encounter problems so that the instructor knows you still have intentions of completing the course).
- students are expected to address technical problems immediately
- students are expected to observe course netiquette at all times

Netiquette Ground Rules:
- In following with the UNM Student Handbook: "all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately."

- Respect Others' Copyrights

- Don't type in ALL CAPS

- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into WebCT)

Instructor Drop Policy:
The instructor may drop a student, if the student does not complete the **Questionnaire Survey, Welcome Survey or Welcome Posting by the 1st Wednesday of the course**. The instructor may also drop a student during the semester, **if a student fails or misses assignments or an exam and does not contact the instructor within one week of the failed/ missed assignment or exam**. Students who miss exam 1 and do not contact the instructor via WebCT email within one week of the close of exam 1 will be dropped from the course. Students who have not dropped and do not take the final will receive a "W" for the course.

This course falls under all UNM policies for the last day to drop courses, etc. Please see http://www.unm.edu/studentinfo.html or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Student e-Readiness

Online classes are often incorrectly thought to be easier than in person classes. Online courses are not correspondence courses. They are designed to mirror in person classes and due to the self- discipline required they can be more challenging than in person classes. If this is your first online class please take UNM's Online Class Readiness Quiz at http://statewide.unm.edu/online/get-started/online-ready-quiz.html

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Online UNM Resources

- **Libraries:** http://www.unm.edu/libraries

- **CAPS** http://caps.unm.edu/ - CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes.

- **Online Writing Lab (OWL) -** http://caps.unm.edu/writing/owl - students may submit academic papers required for UNM course or degree fulfillment or application submissions online for proofreading.

- **CAPS Virtual Tutoring Lab** - http://caps.unm.edu/online/vtl - Students can chat with a tutor in 5 subjects depending upon availability.

- **Smarthinking -** http://caps.unm.edu/online/smarthinking/cas Smarthinking™ is a Washington, D.C. based organization that provides online tutoring and academic support for university students 24 hours a day, 7 days a week in various common courses.

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Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (http://as2.unm.edu/). Please refer to UNM's Disability Policy for further information, http://pathfinder.unm.edu/common/policies/academic-adjustments.html

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or http://as2.unm.edu/index.html. Information about your disability is confidential.

If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. Frequently, we will need to coordinate accommodating activities with other offices on campus, so that course materials can be made available in alternative formats.

Technical Support

Students are responsible for meeting course deadlines. If you experience technical problems, please exercise one or all of the following options:

- *Online Student Support w/contact info at http://statewide.unm.edu/online/support/*
- *NMEL Help Desk at webct@unm.edu*
- *Media/web-conferencing Tech Support at media@unm.edu or 505-277-0857 or   1-877-688-8817*
- *UNM's Knowledge Base - http://fastinfo.unm.edu/prod/index_student.php*

Copyrighted Materials

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

http://www.unm.edu/~counsel/general/copyright.htm

Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct which outlines academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Coping another student's work

> Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit http://www.mgt.unm.edu/honesty

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MGMT 637 Fall 2012 Schedule

Below is the proposed schedule for the Fall 2012 semester for MGMT 637. Keep in mind that the dates and topics listed *may change* due to extended coverage on one topic or adjustments throughout the semester. Refer to the course web site for the latest updates to this schedule. To allow for adjustments for assignments and other things, each week will *begin on Tuesday and end the following Monday.*

Week	Topics	Readings	Assignment
1 Aug 20-27	Course Introduction Database Introduction	Ch.1	Online Questionairre
2 Aug 28-Sep 3	Normalization	Ch. 3	HW1–Assigned (8/28)
3 Sep 4-10	Database Design with Normalization	Ch. 3, 4	**HW1-DUE** **Sept. 10 @ 11:59p**
4 Sep 11-17	Relational Modeling & Entity-Relationship Diagrams	Ch. 5	HW2–Assigned (9/11)
5 Sep 18-24	Relational Modeling & Entity-Relationship Diagrams (cont.)	Ch. 5	**HW2-DUE** **Sept. 24 @ 11:59p**
6 Sep 25-Oct 1	ERD's to Database Designs	Ch. 6	
7 Oct 2-8	Review Week **EXAM 1 – OCT. 6 AT 12PM, ANDERSON COMPUTER LAB (ASM 1002)**		
8 Oct 9-15	SQL Data Definition Language (DDL): Creating Tables, Keys/Relationships	Ch. 7 (up to pg. 263)	HW3–Assigned (10/9)
9 Oct 16-22	SQL DDL: Altering Tables, Relationships, Indexes	Ch. 7 (up to pg. 263), 8, Ch. 2	**HW3-DUE** **Oct. 22 @ 11:59p**
10 Oct 23-29	SQL Data Manipulation Language (DML): Selects, Inserts	Ch. 7, 8	HW4–Assigned (10/23)
11 Oct 30-Nov 5	SQL DML: Updates & Deletes	Ch. 7, 8	
12 Nov 6-12	SQL Objects: Stored Procedures	Ch. 7, 8	**HW4-DUE** **Nov. 6 @ 11:59p**
13 Nov 13-19	SQL Objects: Functions, Triggers	Ch. 7, 8	HW5–Assigned (11/13)
14 Nov 20-26	SQL DML: Sub-Queries	Ch. 7, 8	
15 Nov 27-Dec 3	Mananging Multiuser Databases	Ch. 9	**HW5-DUE** **Dec. 3 @ 11:59p**
16 Dec 4-7	Review Week **EXAM 2 – DEC. 8 AT 12PM, ANDERSON CAMPUS (ROOM TBA)**		

Online Sessions (Optional): TBD *(Example Date Time: Sunday Evenings, 9:30-10:30p)*

Dates To Remember:
- September 7 – Last day to drop without a grade
- October 11, 12 – Fall Break
- November 9 – Last day to drop without approval from Dean; WP/WF issued
- December 7 – Last day to drop <u>with</u> approval from Dean; WP/WF issued
- December 15 – Last day of Fall semester

Homework Dates

Homework	Assign Date	Due Date
Homework 1	August 8	September 10 at 11:59pm
Homework 2	September 11	September 24 at 11:59pm
Homework 3	October 9	October 22 at 11:59pm
Homework 4	October 23	November 6 at 11:59pm
Homework 5	November 13	December 3 at 11:59pm

The dates above may change. It is advised that the course site be visited regularly to view the latest schedule and assignment dates.

Exam Dates (Dates Will NOT Change)
- Exam 1 – Saturday, October 6, 2012, 12p-2:00p, ASM 1002 (Computer Lab)
- Exam 2 – Saturday, December 8, 2012, 12p-2:00p, Room TBA