I. Course Information
Course Prefix/Number/Course: CGS 2540
Credit Hours/Contact Hours: 3.0/45.0
Prerequisites for the course: CGS1000C

II. Course Method
This course blends traditional face-to-face and online learning using D2L as a course tool. This course meets face-to-face on Tuesday/Thursday from 9:30 – 10:45 a.m. for 15 weeks. Students are expected to attend all classroom sessions as well as participate in online activities as assigned. Please see online course method description below.

Office Hours:  Check the Instructor Information section of the course syllabus for office hours.

Announcements: Any course announcements will be posted on the announcements page. To access the Announcements section, click on “Announcements” under Course Tools.

Classroom Email: All classroom email between students and faculty members should occur within the internal D2L email system. To access the email system, click on "Mail" under Course Tools.

III. Instructor Information
Instructor:  Dawn Ellis
Email:  dawn.ellis@fkcc.edu (note D2L has an online email system which is the preferred method of email contact for this course.)
Office Hours:  TBA
Phone:  1-305-809-3284

IV. Description
This course is not ordinarily counted in the Associate in Arts degree. This course introduces database management concepts and their application in a business environment. Topics to be covered include fundamental concepts of database design creating, using and modifying database files, sorting, querying, and generating reports with hands-on experience using a relational database software package.

V. College-level Competencies
Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. Communication: Comprehend and articulate effectively – written and oral communication

2. Critical thinking: Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity**: Interpret and evaluate societal and ethical issues, problems and values

4. **Technology**: Utilize technology effectively

## VI. Course Calendar

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a modular basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 1500 points that can be achieved during this 15-week course, with each week offering a total of 100 possible points. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.

2. **Students are responsible for following the course calendar.** Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with “When is ___”, the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Module/Week</th>
<th>Learning Outcomes</th>
<th>Learning Activities</th>
<th>Student Assessments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 4          | *Module 1 – Database Concepts* | Perform analysis activities | Read Chapter 1 – What Can Go Wrong? (pages 1 – 10)  
Read Chapter 2 – Guided Tour of the Development Process (pages 11-30)  
Read Chapter 3 – Initial Requirements and Use Cases (pages 31 – 52) | Assignment 1 – Question Set  
Due Date: 09/01/2011  
Assignment 2 – Question Set  
Due Date: 09/08/2011  
Assignment 3 – User Requirements for DB project  
Due Date: 09/15/2011 | 100 |
| 2/4        | *Module 2 – Entity Relationship Diagrams* | Perform data file activities | Read Chapter 4 – Learning from the Data Model (pages 53 – 74)  
Read Chapter 5 – Developing a Data Model (pages 75 – 94) | Assignment 4 – Develop a semantic object model for DB project  
Due Date: 09/22/2011  
Assignment 5 – Revise Assignment 4 if necessary  
Due Date: | 100 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Activity</th>
<th>Chapter/Section</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4</td>
<td>Module 3 -</td>
<td>Perform analysis activities</td>
<td>Chapter 7 – From Data Model to Relational Schema</td>
<td>10/06/2011</td>
</tr>
<tr>
<td></td>
<td>Normalization</td>
<td></td>
<td>(pages 113 – 138)</td>
<td></td>
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<td></td>
<td></td>
<td>Read Chapter 8 – Normalization (pages 139 – 156)</td>
<td></td>
<td>10/06/2011</td>
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<td></td>
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<td>Read Chapter 9 – More on Keys and Constraints (pages 157 – 170)</td>
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</tr>
<tr>
<td>2/4</td>
<td>Module 4 -</td>
<td>Perform data file activities</td>
<td>Chapter 10 – Queries (pages 171 – 190)</td>
<td>10/27/2011</td>
</tr>
<tr>
<td></td>
<td>Queries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/4</td>
<td>Module 5 –</td>
<td>Perform program design activities.</td>
<td>Chapter 11 – User Interface (pages 191 – 204)</td>
<td>11/22/2011</td>
</tr>
<tr>
<td></td>
<td>User Interface</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Design</td>
<td></td>
<td>Chapter 12 – Other Implementations (pages 205 – 224)</td>
<td></td>
</tr>
</tbody>
</table>
VII. Materials
Required Textbook:  Beginning Database Design, From Novice to Professional
Publisher: Apress

VIII. Grading Scale (This is Standard Through Out the College)
The following grade scale will apply to this class:
- A: 90 % or above
- B: 80 - 90 %
- C: 70 - 80 %
- D: 60 - 70 %
- F: below 60 %

IX. Class Policies

E-mail Communication: All class e-mail communications should be conducted using your FKCC student email address. The prime responsibility for timely communications rests with you - the student.

Important Note: If I have not responded to your email or voicemail message by the end of the day after you left the message, you should assume that I did not receive it and leave another message.

Class Participation

Class participation is defined as actively participating in classroom activities and discussions. In order to receive credit for class participation, students must be present in class. In other words, class absences will have a direct impact on your class participation grade.

Withdrawal Policy

1. Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.

2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.

4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.
5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

**Exams and Quizzes**

I recommend the following general process for studying each chapter:

a. Read each chapter once to get an idea of its contents.

b. Read the chapter carefully, ensuring you understand each concept.

c. Use the chapter notes available in the online classroom to supplement the textbook.

d. Use the study guide. You should be able to provide a detailed explanation for each item in the study guide.

e. Use the interactive review games. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

f. If you can provide a detailed explanation for every item in the study guide and you understand the reasons behind the all of the correct answers in the review games, you will be well prepared for the tests in this class.

2. All exams and quizzes are open book and open notes. Calculators may be used.

3. All exams and quizzes will have a time limit. My goal is to test what you have learned, not what you can look up.

4. The questions will be challenging. You should study as if the exams and quizzes were closed book, because you won’t have time to look up every answer. If you have to look up more than a few answers, you will run out of time.

5. Question types will be a combination of multiple choice, matching, true/false, fill in the blank, and essay.

**Academic Honesty & Plagiarism**

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person’s work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student’s responsibility to review the College’s policy on Academic Honesty.

2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else’s words. Using quoted text to support your answer will not usually be necessary in this class.

4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

**Attendance Policy**

1. I will monitor student attendance and participation in class.
2. There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each class, so it is important that you attend each scheduled class session.

3. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

**Delays in Getting the Textbook**

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for doing no work at all in this class.

1. The FKCC library has reserve copies of the textbook available for student use. These textbook copies cannot be removed from the library.

2. Look at the publisher’s web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.

3. Please let me know if you don’t have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don’t have the text.

The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

**Sources of Technical Assistance**

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

**Special Needs**

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

**Community Decorum**

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.
Sexual Predators

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

Copyright Notice
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Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.
b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
c. Understand that you will be held accountable to the standards published in this document.
d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: _______________________________ Date: ______________

Signature: ____________________________________________