

BDAN330 (Structured Data Analysis)

Course Syllabus – Fall 2018

Contact and Communication Information

Dr. Evelyn Thrasher

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Course Website: <https://blackboard.wku.edu>

Office Hours: Tuesday and Thursday, 12:30-2:30pm; Others by Appointment

I would love for you to drop by my office in Grise Hall and say “hello”. Even though this is an online course, I always enjoy meeting as many of my students as possible.

Email Response Policy: I will respond to your email within 24 hours of receipt, Monday – Friday. However, I will not promise to respond during the weekend, which begins at 5pm on Friday. With that said, you are welcome to send me emails over the weekend; and I will respond as soon as possible on Monday morning.

Course Objectives

This course is designed to provide students with a working knowledge of structured data, data definition, databases, and the structure, manipulation, management, and use of data within a database to support decision-making.

Upon completion of this course, the student should understand the following:

1. Impact of enterprise resource planning on structured data analytics
2. Impact of big data on structured data analytics
3. Fundamentals of the relational language
4. Definition of data entities and attributes
5. Basic data modeling
6. Basic database design
7. Use of Microsoft Access as a database management tool
8. Use of SQL for queries and database manipulation

Prerequisites (strictly enforced): CIS243

Mode of Instruction

This course is delivered in an online format using Blackboard as the learning management system. Thus, it will be necessary for students to have access to a reliable Internet connection and Microsoft Access 2016. Please note that all WKU computer labs have the necessary tools available to ensure successful completion of this course. Students are encouraged to participate regularly and actively in the course.

Class Calendar

Please see the class calendar on Blackboard for all due dates. Be aware that the class calendar is tentative and subject to change at the discretion of the professor.

Course Materials

Optional Textbook (Great reference book, but not required.)

DATABASE SYSTEMS: INTRODUCTION TO DATABASES & DATA WAREHOUSES

by Jukic, Vrbsky, Nestorov

Prospect Press, copyright 2017

Electronic Book ISBN: 9781943153183

Paperback ISBN: 9781943153190

Required Materials

*During this course, we will also complete the Center for the Public Trust Ethical Leadership Certificate. I will share the information regarding those materials as soon as it is made available. The cost for the materials is \$39.99.

Other Requirements

- SAM Projects account (Dr. Thrasher will provide this account.)
- Regular access to a computer with high-speed Internet
- WKU email, Remind subscription, and Blackboard account
- Access to Microsoft Access 2013 or 2016

Grading, Attendance, and Due Date Policies

Grading Scale: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%

Grading Criteria: Concept Assignments = 20%

Access Assignments = 20%

Ethical Leadership Certificate Assignments = 20%

Exams = 40%

Exam Policies:

1. You must earn a passing grade on at least one exam to pass the class, regardless of your other grades. Because of the criticality of the skills covered in this course, it is imperative that you've mastered those skills at a level that will enable you to score at least 60% on an exam.
2. All exams must be completed in a proctored environment to ensure academic integrity. Each exam will be proctored through a DELO-approved location, and you will receive information early in the semester regarding the process for scheduling your exams.
3. No exceptions to the exam schedules will be allowed for any reason. Each exam will be scheduled to allow students to choose from a range of dates and times; therefore, it will be necessary to schedule your exams around your other obligations.

Assignment Policies:

No late assignments will be accepted for any reason. Assignments will be scheduled and made available as quickly as possible to allow students multiple days/weeks to complete each one. Students are allowed to work ahead on any assignments that have been posted. Please plan to manage your online coursework so as not to fall behind due to conflicts with other courses or obligations.

Drop for Non-Attendance:

Because this is an online course, there are no "classroom attendance requirements" for this course. However, you must participate in the course within the first week of the class to remain enrolled in the course. Per university policy, failure to do so will result in your being dropped from the course for nonattendance. It is imperative that students "show up" in an online course within the first week to set the stage for success in the course.

Blackboard

You will be able to access materials, resources, assignments, grades, and announcements for the course on Blackboard and SAM as they are needed. Unless otherwise stated, all assignments must be submitted through

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Blackboard or SAM, according to the specific instructions for each assignment. Assignments submitted any other way will not be accepted and will receive a grade of 0.

Academic Honesty

Honesty in all you do for this course is assumed and expected. No form of academic dishonesty (cheating, copying assignments, plagiarism, forgery, etc.) will be tolerated. Any offense will result in an F for the course and will be reported to WKU Judicial Affairs.

Special Accommodations for Students with Disabilities

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

Title IX Sexual Misconduct/Assault Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and [Discrimination and Harassment Policy](#) (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Email, Remind, and Blackboard as Official Means of Communication

Each student must have an active WKU email address, a Remind subscription, and a Blackboard account for class participation. Email, Remind, and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only through Remind and Blackboard. If you use a different email package, please ensure that your WKU email is forwarded correctly. It is your responsibility to check WKU email, Remind, and Blackboard regularly and to be aware of all class reminders and announcements.

Additional Course Policies

1. The professor reserves the right to make changes to the syllabus as deemed absolutely necessary; it is your responsibility to be aware of these changes.
2. Grades will be posted promptly on Blackboard after each assignment or assessment has been completed. Grades may be contested for **only 5 days** after they are posted.
3. It is your responsibility to be familiar with the academic calendar as posted on the WKU website. Exceptions will not be made regarding late adds, drops, or final exam conflicts.
4. Incompletes and deadline extensions will **not** be allowed in this course except in rare medical emergencies.
5. Schedule exceptions are **not** allowed under any circumstances.
6. Problems with Blackboard should immediately be reported to Information Technology Services at (270)745-7000.