



**SYLLABUS  
(SP19)**

**Course: CIT350 Database Administration I  
Faculty: Shawn Brown**

***Course Catalog Description***

Introduction to database applications and related fundamentals including database models, normalization and principles of effective database design.

***Topics and Objectives***

<b>Upon completion of this course, the student shall be able to:</b>	<b>How the student will develop outcomes</b>	<b>How the student will be assessed the learning on these learning outcomes</b>
<b>Create and run database queries using the forms-based query tool in Microsoft Access</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Write SQL statements and queries</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Use entity relationship diagrams (ERDs) for data modeling</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Design physical tables</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Connect databases to users, computer systems, and applications</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Secure database data</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Handle cursor processing, transaction management, and performance tuning</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade
<b>Integrate XML documents and objects into databases</b>	Readings, discussions, research	Discussions, quizzes, final exam and final project grade

**Welcome!**

Welcome to CIT 350 – Database Administration II! My name is Shawn Brown and I am anticipating a rewarding, fun experience for all of us with the primary focus being that you have an opportunity to learn about databases.

**Class Location/Times**

This class is delivered in an online format. Because it contains a significant number of online assignments, it will be necessary for students to have access to reliable Internet connections. The class is available at the following website: <https://blackboard.wku.edu>.

**Required Material(s)**

Murach's MySQL, 2nd Edition by Joel Murach, ISBN-10: 1890774820 ISBN-13: 978-1890774820. Illustrated Microsoft Office 365 and Access 2016: Introductory, by Friedrichsen, ISBN: 9781305877986 / 1305877985. All other required learning material will be provided within the Blackboard course.

**Instructor Information**

Name: Shawn Brown, MSIS, MHI, MBA

Email: [shawn.brown@wku.edu](mailto:shawn.brown@wku.edu)

Email is the best method of contact. I usually respond in less than 24 hours except on weekends. Please don't wait until the weekend. Also, when e-mailing, please put the course name in the subject line. E-mail labeled in this manner receives higher priority.

**Note that if you try to contact me late on Friday, you will likely not get a response until late Sunday or Monday.** It is important that you begin your homework early in the week so that if you have questions there will be time to get them answered.

**Assignments & Point Values**

Your grade for this course will be determined according to the following scheme:

**Grade distribution:**

Discussions	10%
Quizzes	10%
Assignments	15%
Exams	15%
Final Exam	30%
<u>Final Project</u>	<u>20%</u>

**Total: 100%**

**Grading Scale:**

Above 90% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
Below 60% = E

Please be sure to review your grades right away; corrections will not be made more than seven days after the initial grade is posted.

### ***Academic Dates***

To determine important academic dates such as the last day to drop with a W, or the final exam schedule, please see [http://www.wku.edu/registrar/academic\\_calendars/](http://www.wku.edu/registrar/academic_calendars/).

### ***Activities***

There are six major activities in this course. A brief explanation of each activity is as follows:

- Class Discussions – The primary method of faculty-student and student-student interaction in this class will be via the class discussions.
- Assignments – There are various assignments to allow you to practice what you are learning each week.
- Quizzes – You will complete quizzes on the assigned reading material.
- Exams – You will complete exams that cover the work being completed in class. These may be multiple choice, true/false, practical or essay.
- Final Project – You will complete a final comprehensive project that will be completed in the final two weeks of class.
- Final Exam – The proctored final exam will be comprehensive and administered as scheduled by the university.

### ***Final Exams***

All CIT exams must be proctored. While you may be able to use the proctor of your choice at the location of your choice, you must register with the WKU testing center in order to have your proctor approved (see <http://www.wku.edu/testing/> for more details). Note that you must pre-register with the testing center before taking the exam, which is usually no less than 10-days prior. I highly suggest that you register early. Final exams must be taken during final exam week. You may choose Monday through Wednesday during finals week to take the exam.

As the final exam is an assessment and not a learning activity, correct answers are not provided. However, if you wish to review your exam, it will be made available to you. However, as with other on-campus final exams, you must know that student review can only be accomplished on-campus (Bowling Green), in a proctored environment, during a full term (fall and spring) following that of the exam's administration. This step is necessary to protect the integrity of the exam.

Also, since the final exam is an assessment, your score will likely be lower than you have previously experienced with the learning activities. Therefore, after completing the exam, your overall average will likely go down, not up. This means you need to be sure

and complete all of the learning activities as assigned in order to have a very high average before taking the final.

### ***Attendance Policy***

Because this is an online course there is no classroom attendance requirement. However, I strongly encourage you to remain actively involved in this course. Some suggestions for doing this are: 1) check your WKU email and Blackboard regularly for course announcements and information; 2) stay abreast of all due dates as they are added to the announcements on Blackboard; 3) contribute regularly and effectively to the online discussions; 4) complete all work on time and to the very best of your ability.

For all discussion responses, you will be graded on four characteristics:

- **Timeliness** - For full points, you must contribute to the discussion four out of seven days
- **Style/Mechanics** - For full points, postings must be free of grammar issues, and follow APA Style
- **Comprehension** - For full points, postings must reflect comprehension of the topic(s)
- **References** - For full points, postings must be supported with the text or other scholarly sources

### ***Instructor Feedback***

In general, I will post weekly grades no later than the Wednesday following the end of the class week. I tend to comment little if you are doing well (>70%) and comment more if you are not (< 70%). However, at any time if you have questions about any comments and/or grades, please contact me within three or four days at most while the issues are still fresh in both our minds. This will help to iron any issues out as soon as possible.

In the event a Blackboard grading rubric is used, that is your feedback. Again, if you have additional questions, contact me as soon as possible.

Also, if I mistakenly note you as missing any assignments and you did submit them, please immediately let me know the time and date you posted. I will be very, very happy to download the post and correct my records. I will not make changes to grades after one week of posting.

### ***Non-Graded Assignments***

Some activities that you will complete during the course are ungraded or carry no point value (like reading assignments). However, it is very important that you complete these activities. Non-completion of these activities may negatively impact your graded work.

***Incompletes***

All incomplete requests must follow school guidelines. See the University catalog.

***Extra Credit***

There is no extra credit or make-up work as the class assignments reflect what is required for successful completion of this course.

***Academic Standards***

I expect all students to support the same respect for individuals, commitment to issue and problem resolution, and open communication and feedback as in any learning environment.

Specifically, all students are expected to:

- Accept responsibility and accountability for all use actions and content posted to any online classroom, public meeting or personal inbox (email).
- Maintain the same ethical standards expected in a collaborative, academic environment.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

In the online environment, the following will not be tolerated:

- Harmful, threatening, libelous, or abusive content
- Profanity of any kind
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements
- Misrepresentation of identity through alteration of inbox (email) names
- Posting unsolicited advertisements to public meetings or private inboxes (no spamming)
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

***Honesty***

I highly value academic honesty. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used.

Words or ideas that require citation include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual

communication when the content of such communication clearly originates from an identifiable source.

All submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations if used by someone other than the original author.

Academic dishonesty in an Online learning environment could involve the following:

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student to a public class meeting
- Using information from on-line information services without proper citation

Any of these practices could result in charges of academic dishonesty. Sanctions range from failing assignment or class grades to expulsion.

I consider academic honesty a very serious issue. I have, and will fail students that I discover are not adhering to the above guidelines.

### ***Class Navigation***

Go to <http://blackboard.wku.edu> and follow the login instructions (usually available by the first day of class). This site will be the primary means for quizzes, grades, announcements, exam and homework scores, reading materials, discussions, and other supplemental course information that you will need. Please be sure and check this site regularly.

### ***Computer Access***

This class requires each student to make use of several software packages, various other software tools and the Internet. All required resources are available either in the general Student Computer Labs across campus, on WKU Extended campuses, and typically, at public libraries. Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable reason for not completing work. You may work from any location you prefer (home, work, etc...), but you will need access to MS Office software.

### ***Technology Issues***

School servers are unavailable from time-to-time. Accordingly, I will accept e-mailed assignments to my personal mailbox for time-stamping purposes only. However, once Blackboard is available to you, in order to receive a grade, the assignment must be posted to the appropriate submission area.

Also, from time to time the Blackboard system will lock-up during a quiz or exam. If this happens, please contact me as soon as possible. I can only reset the exam, which means you will have to take it over (this includes final exams). If you wait until the last minute to take an exam, you may not be able to reset due to time limitations.

For comments/complaints about technology issues (for example, Blackboard exam problems), please contact the Office of the Chief Information Technology Officer (270-745-2243).

### ***Late Assignments***

Due to the nature of this course and based upon my teaching experience, it is critical that you are timely in submitting the assignments. Since all assignments are made available before they are due, no late work will be accepted for any reason. Again, no late work will be accepted for any reason. Please do not wait until the last minute to do your assignments; no late work will be accepted for any reason.

### ***Cancellations***

If you are dropped for any reason (lack of payment, etc.), your access to Blackboard may be terminated. In this event you will **NOT** be permitted to make up on-line course assignments/activities during the time you lost access to Blackboard.

### ***Student Disability Services***

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270)745-5004; TTY is (270)745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

### ***Grievance Process***

If you are unhappy with any aspect of the course, please contact me via email with a detailed explanation of the problem. I will do my best to help resolve the issue. If you are still unsatisfied, please contact the program coordinator, Dr. Mark Revels, at [mark.revels@wku.edu](mailto:mark.revels@wku.edu).

### ***Schedule Exceptions***

I will not approve any schedule exceptions.

***Title IX Misconduct/Assault Statement***

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](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.

***ADA Accommodation Statement***

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](mailto: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.

***Ogden Student Course Attendance Statement***

The faculty and staff of Ogden College of Science and Engineering are committed to providing you with learning experiences and opportunities. You must assume ownership of your education and be an active participant in the classroom and laboratory to take advantage of these opportunities. Active participation requires you to attend. Scientific studies have shown that attendance during scheduled classroom and laboratory meetings is directly correlated to your performance on assignments and exams and the potential to earn higher grades. Additionally, if you do not regularly attend class, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, as a student enrolled in an Ogden course, you are expected to attend every class meeting and to inform your instructor regarding the reasons for any absences as soon as practical. Your instructor may incorporate class attendance/participation as part of the grading criteria.