



Syllabus for Introduction to Database Management Systems

Course Information

Semester & Year: Spring 2022

Course ID & Section #: CIS-50, V3055

Instructor's name: Chris Romero

Course units: 4

Instructor Contact Information

Office location or *Online: Online

Office hours: By Appointment, Virtual

Phone number: (707) 476-4366

Email address: chris-romero@redwoods.edu

Catalog Description

This course provides students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

Course Student Learning Outcomes *(from course outline of record)*

1. Demonstrate understanding of the role of databases and database management systems in managing information.
2. Design, create, manage and maintain a relational database with an end user interface.
3. Describe key principles of data security and identify security risks.

Prerequisites/co-requisites/ recommended preparation

CIS 1 provides advisable familiarity with computer related terminology, GUI operating systems, and an introduction to database concepts. Students who have taken either CIS 12 or CIS 18 or have experience with a formal Object Oriented Programming language will benefit from their experience during the SQL chapters. The class uses the Canvas Collaborative Learning Environment (CLE).

Students should be able to:

- create tables, forms and reports within a database management system.
- enter data directly into a table's datasheet as well as through a created form.
- create relationships between tables.
- create queries from single tables and from relationships between multiple tables

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

Course Grading:

45% Exams
25% Assignments
20% Labs
10% Quizzes

Grade Scale:

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Less than 60% = F

Required Materials:

Textbook title: Database Systems: Design, Implementation, & Management, 13th Edition. 2019.

Author: Carlos Coronel. Steven Morris

Publisher: Cengage Learning

ISBN#: 13: 9781337627900 (hardcover)

Required Software: MS Office 2016 Professional (or later) for Windows **with MS Access***

Through a licensing agreement with Microsoft, we are able to provide you with a free copy of MS Office 365 Education edition. Check out this information page for more information and directions: [Free Office 365](#)

If you prefer, you may purchase MS Office Pro 2019 for \$39.95 (\$399 retail) from collegebuys.org.

Required Technology: You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet, at least **4 times per week**, for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines

A PC Computer or laptop running a recent version of MS Windows 10. **Using only a smart phone, tablet or Chromebook is not sufficient to be successful in this course.**

Portable Devices, Chromebooks vs. Computers: Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially labs, exams and assignments) from a reasonably late-model notebook or desktop computer. *Do NOT plan to participate in this class solely from a portable device or chromebook.* If you do decide to use your portable device for *some* of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

Additional Software:

You will be required to download, install, and learn additional software programs to complete assignments and labs. These programs are free to use. They are from reputable Web sites and have been used by millions of people and specifically by CIS students for many years. Having said that, neither myself nor CR is responsible for any issues arising from the download, installation or use of such software. You are expected to have Anti-Virus software running on your computer. If you are uncomfortable with any of this, you should not take this online course

Participation:

This class is an online course. It is VERY easy to fall behind in an online course. It actually takes MORE effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least **4 days a week** to check announcements, post labs and assignments, and take quizzes and exams. There are strict deadlines posted for labs, assignments, quizzes, and exams that you must be aware of in order to avoid penalties.

Students are expected to:

- do the assigned reading from the textbook
- as needed, research topics using the Web and/or supplemental textbooks
- as needed, download, install, and learn additional free software
- complete all assignments
- complete all labs
- take all quizzes
- take exams online

Course Policies

Exams:

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will **result in a zero on that exam**. There are no makeup exams. Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. Please do not test this policy, you will be very disappointed with the results.

Quizzes:

Quizzes are administered online weekly, and are typically due on **Wednesday** of each week. Failure to complete a quiz by the posted due date will result in a zero on that quiz. **There are no makeup quizzes**. Be sure to give yourself plenty of time for technology and logistical problems when taking the quiz.

Lab Work: 54 hours of lab work is also required. Note: The lab work **doubles** the amount of hours you will be working as compared to a typical non-lab 3 unit course. Be sure you understand the time commitment needed. The lab work will consist of exercises and tutorials requiring the use of a computer to demonstrate your understanding of the material presented. In addition to the technical requirements, labs are graded on proper documentation, neatness and completeness. All required elements must be present for full credit on a Lab. Labs will be due as noted in each week's Module.

Assignments: The assignments will consist of exercises that build on the knowledge and skills gained from doing the lab work and requiring the use of a computer to demonstrate your understanding of the material presented. In addition to the technical requirements, labs are graded on proper documentation, assignments are graded on neatness and completeness. All required elements must be present for full credit on an assignment. Assignments will be due as noted in each week's Module.

Late Assignments and Labs (does NOT apply to Quizzes or Exams): We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (NQA) policy. Here's how it works. At the beginning of the semester you will receive 3 NQA credits(virtually of course). Each credit is worth one week. If something comes up, and you

need to turn in an assignment or lab late, you can use an NQA credit and turn it in up to one week late. A late assignment or lab with the proper number of NQA credits indicated will be graded as if it were handed in on time, no questions asked!

A late assignment or lab without an NQA will receive a zero! Late credit cannot be applied towards discussions, quizzes or exams and will not be allowed for the last lab or assignment.

Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (lab/quiz/exam, etc.).

Disqualification/Excessive Absence Policy:

You will automatically be disqualified (dropped from the roll) if you have not posted your Week 1 Introduction to the Discussion Forum AND do not complete Quiz1, Lab 1, and Assignment 1 by their respective due dates. In addition, you will be dropped from the course if you are not participating at least four days a week, or failing the course due to a lack of participation resulting in missed quizzes, labs, assignments, discussions or exams.

Incomplete Grades:

I do not give incompletes! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances. You must be receiving at least a C grade at the time of the tsunami.

Student Readiness:

Are you ready for online classes? Take a look at our resources for Online Learning Readiness, found at :

<https://www.redwoods.edu/online/newhome/readiness>

This self-paced workshop will provide valuable information about the CR online program and any obstacles you may have to deal with in taking an online class.

In addition, our distance education department has prepared several useful videos:

<https://apps.3cm mediasolutions.org/oei/modules/intro/story/>

Proctored Exams

Exam proctoring is not required for this course.

Student Feedback Policy

- Students may send the instructor messages and/or emails concerning questions about the course and expect a response within 24 hours on weekdays and 36 hours on weekends. On holidays, please allow 24 hours after the holiday. Students will receive prompt feedback from the instructor on homework assignments, online activities, quizzes, and examinations. Students can expect feedback and scores posted to the Gradebook tool within 7 days after submission.

Disruptive Online Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

This syllabus is subject to change with notice.

Admissions deadlines & enrollment policies

Spring 2022 Dates

- *Classes begin: 01/15/22*
- *Last day to add a class: 01/21/22*
- *Martin Luther King, Jr's Birthday (all campuses closed: 01/17/22*
- *Last day to drop without a W and receive a refund: 01/28/22*
- *Census date (or 20% into class duration): 01/31/22*
- *Last Day to file P/NP (only courses where this is an option) 02/11/22*
- *Lincoln's Birthday (all campuses closed): 02/18/22*
- *Presidents Day (all campuses closed): 02/21/22*
- *Last day to petition to graduate or apply for certificate: 03/03/22*
- *Spring Break (no classes): 03/14/22-03/19/22*
- *Last day for student-initiated W (no refund): 04/01/22*
- *Last day for faculty-initiated W (no refund): 04/01/22*
- *Final examinations: 05/07/22-05/13/22*
- *Semester ends: 05/13/22*
- *Grades available for transcript release: approximately 05/30/22*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public](#)

[Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)
- [Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

This syllabus is subject to change with notice.