

**MIS 326 DATA AND INFORMATION MANAGEMENT  
ONLINE COURSE SYLLABUS  
Fall 2012**

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**Office Hours:** **Online**, posted times and by appointment. See ecollege for current office hours.

**Welcome to Web-Based MIS 326!**

*The best way to contact me is by email. This is an online course; therefore, **expect most communication to be online** as well. I will respond to emails within a 48 hour time period. Please **ONLY** send emails to [Jeremy.StJohn@tamuc.edu](mailto:Jeremy.StJohn@tamuc.edu). All emails must include MIS 326 in the subject line along with your section number (I teach several sections).*

**COURSE DESCRIPTION:**

This course provides the 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. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. 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 PREREQUISITE(S):** See course catalog for prerequisites.

**COURSE OBJECTIVES:**

Students will learn to

1. Understand the role of databases and database management systems in managing organizational data and information (e.g. enterprise systems).
2. Use at least one conceptual data modeling technique (such as entity-relationship modeling) to capture the information requirements for an enterprise domain.
3. Link to each other the results of data/information modeling and process modeling.
4. Design high-quality relational databases so as to demonstrate the purpose and principles of normalizing a relational database structure while creating a design that is in at least 3NF.
5. Implement a relational database design using an industrial strength database management systems, including the principles of data type selection and indexing.
6. Understand the key principles of data security and identify data security risk and violations in data management systems design.

**MEANS TO ACCOMPLISH OBJECTIVES:**

1. Students will be required to create data models and design databases.

2. Students will implement his/her data models and designs by creating a database using Microsoft Access. Students will learn how to navigate a database; create tables, link tables and populate tables. Students will create forms, queries and reports.
3. Students will learn how to use SQL to create, maintain and update a database.

**TEXTBOOK(S) AND OTHER REQUIRED MATERIALS:**

*Database Processing*. David M. Kroenke, Prentice Hall, 12th edition.  
 ISBN-10: 0132145375 ISBN-13: 978-0132145374

**GRADING POLICY:**

5 Hands-On Projects	<b>100 points</b>	<b>1/4 of grade</b>
5 Discussion Questions	<b>100 points</b>	<b>1/4 of grade</b>
Midterm (chapters 1,2,3,4,5 +appendix a)	<b>100 points</b>	<b>1/4 of grade</b>
Final (chapters 6,7,8,9,10b)	<b>100 points</b>	<b>1/4 of grade</b>

Minimum percentages for grade level are as follows:

A	90+	percent of total points
B	80-89	percent of total points
C	70-79	percent of total points
D	60-69	percent of total points

**One grade may be deducted each day for assignments turned in late. Anyone caught plagiarizing will receive an “F” in the course.**

**Students with Disabilities:**

The Americans 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 accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**  
**Texas A&M University-Commerce**  
**Gee Library**  
**Room 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

- “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.”
- Students enrolled in on-line courses have the same rights and responsibilities as students in live-taught courses.
- Refer to Student’s Guide Book located at:  
[www.tamuc.edu/studentlife/guidebook.htm](http://www.tamuc.edu/studentlife/guidebook.htm)

**ACADEMIC INTEGRITY**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citation, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

## DISCUSSION QUESTIONS

In this course, you will be expected to participate in weekly discussions. Professional communication is always expected. In order for you to achieve the maximum number of points for your discussion grade, please answer the posted question and respond to other's posted questions.

Discussion questions and due dates will be posted under each week in ecollege. You will need to visit the section for the current week in ecollege for directions and due dates. Also check announcements regularly. You are to consider the question or topic and post an appropriate response. You must support your posts and responses or points will be deducted. Appropriate support may include life experiences; external sources such as journal articles, expert opinion and Internet resources; or sound logic. Feelings are fine but feelings alone will not constitute support. I will grade your responses based upon the quality of the response. A simple "me too" type response will earn zero points. This is to be an attempt to create an environment where you will be able to increase one another's knowledge of the subject. You should visit this at least once a week to read the material and respond appropriately. You may add information at a later time as you would in a regular discussion.

## HANDS-ON PROJECTS

Hands-on Projects will be posted in ecollege in the weekly sections. Please see ecollege for directions and due dates.

## EXAMS

There will be a midterm and a final. Questions will cover the assigned chapter reading assignments with a focus on terminology and chapter concepts. They will be randomly assigned true/false, multiple choice and available on the course website (eCollege). Exams will be timed and once you complete a question you will not be allowed to backtrack and change your answer. Once started the exam must be completed. You will need to visit the section for the current week in ecollege for directions and due dates. These may be taken open book and with open notes. You may use any appropriate source except other students for your answers. You will receive a grade as soon as you complete each exam. The specific due dates will be announced in eCollege and you will generally have a timeframe of 2 to 3 days to open and complete the exam. You will not have access to any of the submission mechanisms after that date.

## TENTATIVE COURSE OUTLINE

This is a tentative course outline. Sometimes it is necessary to extend due dates or make changes/correction to assignments. Please check ecollege announcements regularly for changes or updates.

Module	Reading Assignments	Paper Assignments Due
<b>Aug 27 – Week 1</b>	Appendix A: Microsoft Access 2010	1 <sup>st</sup> day of classes is Aug. 27 <b>Introduction Discussion</b>
<b>Sep 03 – Week 2</b>	Chapter 1	Labor day Sep. 3 <b>Project 1</b>
<b>Sep 10 – Week 3</b>	Chapter 1	
<b>Sep 17 – Week 4</b>	Chapter 2	<b>Project 2</b>
<b>Sep 24 – Week 5</b>	Chapter 3	<b>Discussion 1</b>
<b>Oct 01 – Week 6</b>	Chapter 4	<b>Discussion 2</b>

<b>Oct 08 – Week 7</b>	Appendix B	
<b>Oct 15 – Week 8</b>	Chapter 5	<a href="#">Project 3</a>
<b>Oct 22 – Week 9</b>	MIDTERM	
<b>Oct 29 – Week 10</b>	Chapter 10b: MySQL	Last day to drop with a Q is Nov.1 <a href="#">Discussion 3</a>
<b>Nov 05 – Week 11</b>	Chapter 6	<a href="#">Project 4</a>
<b>Nov 12 – Week 12</b>	Chapter 7	<a href="#">Project 5</a>
<b>Nov 19 – Week 13</b>	Chapter 7	Nov. 22 & 23: Thanksgiving Holiday
<b>Nov 26 – Week 14</b>	Chapter 8	<a href="#">Discussion 4</a>
<b>Dec 03 – Week 15</b>	Chapter 9	<a href="#">Discussion 5</a>
<b>Dec 10 – Week 16</b>	FINAL	Dec 8-14 is finals week