



School of Science and Technology

ITEC 3200 Introduction to Databases, Spring 2023

Faculty Information

Faculty: Dr. Lissa Pollacia

Office: C 2339

E-mail: lpollaci@ggc.edu

Office phone: N/A

Teams softphone (mobile softphone, explained below): 404-563-9640

Communication

The fastest way to connect with me is via GGC email. I am happy to set up a face-to-face meeting with you, when possible. However, we may need to establish a time and place via email or by phone.

At any time, you can contact me by email, or by using the Teams softphone number above. The softphone is an add-on to Microsoft Teams which allows you to call or text me *from a phone*, as you call any other phone number. It allows me to receive calls and text messages in a variety of places, similar to using a cell phone. When you call my softphone number, you do not use Teams. Of course, you can also call me or send messages using the Teams app.

Communications received Monday through Thursday after 5pm EST will be returned by the next day. On the weekend or when I am away from campus (e.g. at a conference), my response may be irregular.

You should check your GGC email every day. When corresponding by email, I will communicate with you using only your GGC email. Due to the Family Educational Rights and Privacy Act (FERPA), I will not respond to emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.).

When you email me, you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper spelling, grammar, and punctuation.

Please address me as Dr. Pollacia or Professor Pollacia, or Dr. P, not by my first name.

You should also check your [MyCourses](#) (Brightspace by D2L) course site every day.

Technology Covenant

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community. This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including technology use

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and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Expectations of Students

All students at GGC need to have access to a computer. If you do not have one, [computer labs](#) are available on campus. A limited number of [laptops are available for checkout](#) from the GGC Technology Helpdesk.

Students can access the course materials and grades via MyCourses (Brightspace by D2L).

Students should check [GGC email](#) regularly (at least twice a day).

Cell phones should be set on silent and stowed during class.

Laptop computers should remain off, except when they are being used for an in-class activity or for taking notes.

All completed assignments will be submitted through MyCourses (Brightspace by D2L). Unless otherwise specified, daily assignments must be submitted prior to class time. Major projects are due by midnight on the due date unless other arrangements are made.

Course Information

Class Details

Course Details: ITEC 3200, 3 credit hours

Class Time: Section 01 : 3:30 – 4:45 MW Section 04: 3:30 – 4:45 TR

Course Location: Section 01: W 2110 Section 04: W 3210

Web Conferencing and Online Tests

When needed, this course will use [[Microsoft Teams/Zoom](#)] for online “virtual classroom” video conferencing sessions and collaboration activities. Some or all of the sessions may be recorded. The recordings will only be available to the course instructor and the students enrolled in this course.

In addition, this course requires the use of [Respondus LockDown Browser](#), [Respondus Monitor](#), and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. The webcam may require you to scan the room in which you are taking the test. The video of the room scan is only available to the instructor(s) of record, as well as appropriate IT staff and administrators.

If you are at home and have privacy concerns about a webcam scan of your surroundings, you can take it anywhere you feel comfortable privacy wise. If you cannot identify such a place, contact your faculty member prior to the date of the test to arrange for a separate room on campus for testing.

Course Description

Introduction to fundamental concepts of database management. Upon completion of this course students will be able to: 1) describe relational database core concepts; 2) utilize SQL (Structured Query Language) to create database structures, manipulate and retrieve data from databases; 3) create a conceptual database design using entity relationship (E/R) modeling and normalization best practices; 4) utilize implementation techniques to

create a relational database with multiple tables, relationships and cardinalities 5) discuss emerging trends in database technologies such as non-relational database technologies.

Course Prerequisites

ITEC 2140 or ITEC 2120 and (ITEC 2201 or BUSA 3100)

Course Resources

Required Texts

This course will use open educational resources and there will not be a required textbook used in the course. The course materials for the course will be available in D2L.

Recommended Texts (not required)

Database Concepts, 8th Edition, 2017, Author: KROENKE, ISBN: 9780134601533

Additional Resources

MySQL Community Server and WorkBench version 8th edition, free download.

Course Goals and Objectives

This is the first course in the study of database systems as the main storage component of business information systems. Students will begin by understanding what a database is and how it is used to help solve business problems. In the process of building an information system, student will learn the principles related to data modeling. Students will develop a simple database system in MySQL and employ Structured Query Language (SQL) to setup and query a database

Course Outcomes

Upon completion of this course, students will:

1. describe relational database core concepts
2. apply SQL (Structured Query Language) for data manipulation and retrieval
3. apply entity relationship (E/R) modeling and normalization towards the conceptual design of a relational database
4. design and implement a relational database
5. discuss emerging trends in database technologies such as non-relational database technologies

Course Requirements and Grading

You can expect to access the course materials and grades via our course in MyCourses (Brightspace by D2L). Students should check this MyCourses (Brightspace by D2L) course daily, as changes will always be announced and recorded on the course site.

Students need to bring laptop computers to class to complete class activities. Windows based laptop or Apple MacBook (see IT Laptop Program @ www.ggc.edu/itlaptop)

Grading Scale

- A (Excellent) 90-100
- B (Good) 80-89
- C (Fair) 70-79
- D (Poor) 60-69
- F (Failure) 59 and below

Grading Percentages

| Grading Category | Percent Weight |
|----------------------------|----------------|
| Attendance & Participation | 5% |
| Assignments | 20% |
| Quizzes | 15% |
| SQL Homework | 10% |
| Exams | 25% |
| Semester Project | 25% |

Late Work Policy

1. Up to Half credit may be given for an assignment that is submitted after the due date. However, there are “DROP DEAD” deadlines throughout the term. These are deadlines after which an assignment is too late and will not be accepted at all.
2. No make-up tests, quizzes, midterm exam, or final exam will be given, unless previously approved.
3. All assigned quizzes, assignments, and projects must be submitted via D2L only. No e-mail submissions allowed. Any assignment submitted via e-mail or e-mail attachments will not be counted and will not be included in your grades.

Assessment Tools

1. Quizzes- There will be several quizzes in the courses and each quiz will account for 20 points
2. SQL Homework- Homework will be assigned in D2L and students are expected to submit homework in D2L.
3. Class Assignments- The contents covered will include class assignments that are designed to reinforce the topics covered in class and promote interaction. Students will work on several hands-on database labs and projects. Students are expected to complete the class assignments and upload them to D2L by the due date assigned. Students are required to bring their laptops to every face to face class

4. Semester Project- Each student will work with another student to complete the database class project. The project is focused on enabling students to design and develop a database. The database project will be completed in milestones and details about the class project will be included in D2L.
5. Exams- There will be two major exams in the course. Students will complete the exams using Respondus Monitor/Lockdown Browser.

Course Outline/Assessments

The Course Schedule for the entire semester is in **D2L Content the START HERE** folder.

Final Exam Details

The final database project will serve as the final exam for this course. More details and specifications will be shared in D2L.

Course Expectations

Students will need a laptop computer in class and to complete the assignments in the course. The course will use MySQL community server 8. The recommended minimum computer hardware requirements can be found at

<https://www.ggc.edu/academics/school-of-science-and-technology/bachelor-of-science-information-technology/laptop-requirement>

Important Dates

- [1/17] Classes Begin
- [1/23] Drop/Add Period Ends
- [2/8] Midterm Grades Due
- [3/1] Last Day to Drop a Class with a W (by 5:00 p.m.)
- [3/5 – 3/12] Spring Break
- [5/1] Last Day of Classes
- [5/2 – 5/8] Final Exams
- [5/10] End of Semester Grades Due
- [5/15] Grades Available in Banner
- [5/11] Commencement

Course Changes

This course syllabus provides a general plan for this course. The Faculty reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

School of Science and Technology

Vision/Mission Statement

Vision

The School of Science and Technology (SST) will become recognized in the region and the state for excellence in STEM education at an open access institution. SST faculty will provide effective and relevant courses and programs in science, math, and technology which are characterized by interdisciplinary learning, novel use of educational technology, and an active learning environment that stimulates critical thinking.

Mission

The School of Science and Technology is committed to providing an innovative outcomes-based learning experience for all students of Georgia Gwinnett College. It provides programs of study in biology, math, exercise science, and information technology that offer its students disciplinary and interdisciplinary courses, as well as practical and applied learning experiences that prepare them for post-graduate schooling or for positions of responsibility in education, business, medicine or government. The SST also provides general education experiences that produce graduates who demonstrate math, science, and information technology literacy, and that foster an understanding of the role of these disciplines in our society and in an uncertain and changing world. The School's faculty maintain competency in their discipline and are knowledgeable of methods of providing innovative active-learning environments.

Operating principles:

The School of Science and Technology at Georgia Gwinnett College is committed to:

- Providing students with programs and courses that are effective and relevant and serve their post-graduate goals.
- The holistic development of students through student engagement both inside and outside the classroom.
- Developing a faculty and staff who are collegial, innovative and student-centered.
- Developing faculty that are committed to excellence in teaching, student engagement, scholarship, and service to the college, the community, and their discipline
- Developing innovative methods of teaching and student engagement in the STEM disciplines
- Continuous review, assessment, and improvement of programs and courses.
- Innovatively integrating active learning and technology into educational experiences.
- Open communication between faculty, staff, and administration.
- Using a "Leadership in Place" model which relies on faculty governance through collaborative decision-making.
- Building partnerships with its business and community constituents.

School Policies

Class attendance and Financial Aid

Please be aware that faculty check attendance in each of your courses and are required to report to the Registrar students who never attend or cease attending a course. Students who are reported as never attended or have ceased attending a course, Financial Aid will be notified and is required to adjust your financial aid award accordingly. If you have any questions about how not attending a course for which you are registered will affect your financial aid eligibility, please contact the Financial Aid Office.

Make-up Exam Policy

You are expected to attend every class. Failure to attend class will affect your grade.

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor's discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam you **MUST** notify me on the same DAY as the exam. Notification by email, text or phone message is acceptable. Any make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date.

Work missed due to unexcused absences will be given a grade of zero.

Note: Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar's Office to attempt to withdraw from your courses without penalty.

Final Exam

The final exam will be given sometime during finals week as specified by the registrar. The date and time of the final exam is set by the Registrar and will be posted. The exam schedule cannot be changed at the convenience of the student. You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a verifiable excused absence.

Course Changes

This course syllabus provides a general plan for this course. I reserve the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

School/Program Outcomes

Integrated Educational Experience Goals:

The IEE Goals met by the objectives of this course are in bold/strong format:

- **IEE-1: Clearly communicate ideas in written and oral form.**
- **IEE-2: Demonstrate creativity and critical thinking in inter- and multi-disciplinary contexts.**
- **IEE-3: Demonstrate effective use of information technology.**
- IEE-4: Develop intercultural awareness of diverse viewpoints and of local and global perspectives.
- **IEE-5: Produce scholarly or creative works that reflect information literacy knowledge, skills, and dispositions.**
- IEE-6: Demonstrate ethical and moral principles.
- IEE-7: Demonstrate and apply leadership principles.
- IEE-8: Demonstrate competence in quantitative reasoning.

Academic Integrity and Use of Turnitin

Students in all courses taught in the Teacher Education programs are responsible for avoiding every aspect or appearance of plagiarism by appropriately citing the sources of ideas, thoughts, or words of others that appear

in their academic work. In Unit and Lesson Plans developed as part of this course, students must include complete citations for any work which is not totally original. Faculty may use the originality check feature of Turnitin to assist students in learning how to cite work appropriately.

Examples of plagiarism include:

- Directly quoting another’s words without appropriate citation and punctuation
- Overusing quotations in a written work
- Paraphrasing another’s words without appropriate citation
- Submitting assignments and other work that are not your own
- Citing primary and secondary sources incorrectly

Examples of academic dishonesty include:

- Submitting a single assignment for multiple courses without the faculty’s knowledge or permission;
- Using assignments submitted by other students;
- Using unauthorized materials during an exam.

Student Resources

Academic Enhancement Center (AEC)

The Academic Enhancement Center, located in W-1160, hosts several academic resources designed to help you achieve your goals. These resources include both in-person and virtual tutoring, as well as Peer Supplemental Instruction (PSI) peer-led study sessions and the CircleIn study app. To learn more about our services and hours, visit our website at <https://www.ggc.edu/student.../academic-enhancement-center/> or call our front desk 678-407-5191.

Online Study Group Resource: CircleIn

CircleIn, a virtual study support app, is available to all GGC students. Hop on a video call, text with classmates, create study groups, and share notes and flashcards to prepare for success in your courses. By engaging with your peers in these activities, you also can earn points towards scholarships and other rewards.

To get started, [download the app](#) or use a browser to visit the [CircleIn website](#). Search Georgia Gwinnett College, enter your school login credentials, and select “Authorize” to get started.

Counseling and Psychological Services (CAPS)

CAPS is a safe, secure, and **confidential** space designed to support GGC students. Meeting with a CAPS clinician is a chance to explore issues and determine possible courses of action or resolution in a respectful and confidential setting. Your mental health and wellness are our priority and we hope to help you succeed.

Your first step to starting your relationship with CAPS is to schedule an initial information-gathering appointment (Intake), where you meet with a clinician to discuss your needs. From here, a clinician will work with you to decide your next steps. Counseling is a collaborative effort that necessitates your willingness and commitment.

Counseling services are available for all currently-enrolled GGC students. Services are free to students and are offered year-round.

For more information, please visit [the CAPS website](#), or contact us at **678-407-5592**.

Also, for students who may need immediate support that cannot wait for a scheduled appointment, students have access to our **24/7 Support Line: 833-910-3366**.

Dean of Students

GGC's Dean of Students is an advocate and resource to support student success at GGC. The Dean has oversight for all [student affairs](#) areas. The Dean of Students can assist students in [crisis situations](#) including [food/home insecurities](#), [hospitalizations](#), [medical issues](#) and other issues related to health and safety. Your wellness matters! You can contact the Dean of Students at studentaffairs@ggc.edu or **678-407-5882**.

Disability Services

Access and Accommodations: It is important to GGC that all students have equal access to the classroom and their educations. If you have already established accommodations with Disability Services, please provide me with your **Faculty Accommodation Notification**, with your approved accommodations listed. Please do so at your earliest convenience, so we can discuss your needs in this course.

If you have not yet established services through Disability Services (located in **D-1404**), but have a permanent disability (such as but not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts), or temporary condition that requires accommodations, you are encouraged to meet with Disability Services. **To contact disability services please call 678-407-5195 or send an email to disabilityservices@ggc.edu.**

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process requiring the student and disability services staff to meet. Disability services will review the documentation provided, discuss functional limitations with the student, along with the classroom environment and potential barriers or access issues. Georgia Gwinnett College is committed to creating an inclusive and accessible learning environment consistent with federal and state law.

Kaufman Library

The Daniel J. Kaufman Library and Learning Center provides a wealth of resources, services, and space, in support of your academic success. Tens of thousands of full text articles as well as e-books, e-book chapters, reports, statistics, streaming media, virtual anatomy and chemistry models, etc., are available from [library databases](#), [e-books](#), [e-journals](#), and [media](#) collections covering a wide variety of subject areas. Books available at GGC and other USG institutions can be located in [GIL-Find](#), [the library catalog](#), and print books can be borrowed from other USG institutions. [Research and course guides](#) provide access to discipline specific databases, books, websites, etc. [Ask a Librarian](#) offers research assistance via chat, e-mail, phone, and walk-in. In-depth research assistance is available by [scheduling a research consultation](#). Kaufman Library has individual and group study space throughout the building as well as 37 individual and group study rooms that can be booked via the [online reservation system](#). There is a Quiet Reading Room located on the third floor. Computers, fully loaded with campus software, and printing are also available in Kaufman Library.

Georgia Gwinnett College Policies

Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty utilizing the faculty adjudication process. Please contact the Office of Student Integrity to report alleged violations of academic dishonesty. Students may appeal a penalty as outlined in the [Student Handbook](#), Section 4.6.5, Student Code of Conduct.

Academic Respect

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the [Student Handbook](#), Section 4.6.5, Student Code of Conduct.

Americans with Disabilities Act Statement

Georgia Gwinnett College provides reasonable accommodation to employees, applicants for employment, students, and patrons who have physical and/or mental disabilities, in accordance with applicable statutes. Georgia Gwinnett College takes affirmative action to employ and advance in employment persons who are qualified disabled veterans, veterans of the Vietnam Era, or other covered veterans. If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Office of Disability Services](#). A CDS Counselor will coordinate those services.

For more information, refer to [GGC's web page on the ADA and Reasonable Accommodations](#).

Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with faculty and with other students is a necessary component of the learning process. Students are expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their faculty that they will be absent and keeping up with class assignments in conjunction with Faculty provisions in the course syllabus. However, faculty will not request information from students about the specific reason for the absence nor documentation from students regarding a request for an excused absence. Students are not required to give faculty the specific reasons for an absence and students are not expected to send any documentation (including medical documentation) to faculty regarding an absence. Students who are absent and wish to submit documentation (including medical documentation) regarding the absence in order to have the absence qualify as an excused absence can submit the documentation to the Dean of Students. The Dean of Students will verify the absence and will notify the faculty member that the request for an excused absence is justified. An individual faculty member bears the decision as to whether a student's

absence is excused or unexcused, and whether work will be permitted to be made up. The decision of the faculty in this case is final. However, as with any course-related issue, students may seek additional assistance through the school administration (Department Chairs, Associate Deans, Dean), and may choose to file a written student complaint. Students may also appeal a final grade in a course through the grade appeal process if they feel the faculty's decision on attendance has affected their final grade. The student complaint process and the grade appeal process are both outlined in the Student Handbook. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences, provided that the student discussed with and obtained approval from the faculty to make up the work missed prior to the student's going on the field trip.

Individual faculty may establish additional attendance requirements appropriate to their course's context, e.g. lab attendance. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.

For more information, please refer to the [Student Attendance Policy](#) in the GGC online catalog, [Academic Policies and Procedures](#).

COVID-19 Statement

For on-campus classes and activities, proof of vaccination is not required, but please help to keep your fellow Grizzlies healthy and get fully vaccinated and boosted as soon as possible. Vaccination locations can be found at <https://www.vaccines.gov/>

Face masks are strongly encouraged on campus for those who are not fully vaccinated and boosted.

Kindly do not enter GGC facilities if:

- You have signs or symptoms of the cold, flu, or COVID-19
- You have been diagnosed with a contagious illness and are still contagious
- You have had contact with a person that has or is suspected to have COVID-19 within the past 5 days and have not been fully vaccinated and boosted, are immunocompromised, and have not completed the recommended post-exposure quarantine protocol.

For more information, please visit [GGC's COVID-19 Health and Exposure Updates site](#).

Respect for Diversity Statement

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Equal Opportunity and Affirmative Action Statement

Georgia Gwinnett College is an equal employment, equal access, equal educational opportunity, and affirmative action institution. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnical origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and

federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, and Executive Order 11246).

Additionally, Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment, and maintaining an environment that recognizes the inherent worth and dignity of every person. Any individual who feels that they may have been discriminated against, should contact the Office of Diversity & Equity Compliance at odec@ggc.edu.

Students requiring disability related accommodations, please contact the Office of Disability Services at disabilityservices@ggc.edu.

For more general information, please visit the [Office of Diversity and Equity Compliance's](#) website.

Safety and Security

View the [GGC Safety and Emergency Communications web page](#) for information important to you. To avoid confusion and rumor, ensure you:

- 1) Sign up for [RAVE alert text notification](#).
- 2) Download the LiveSafe app for [iPhone](#) or [Android](#).
- 3) View the 15-minute [Active Shooter Video](#). You are the additional eyes and ears for first responders. Follow the adage, "If you see something, say something" to a GGC employee. Your community needs your increased vigilance and awareness.
- 4) For updates on COVID-19 please visit [our COVID-19 Public Health page](#). It includes links to the latest information from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the University System of Georgia (USG), among others.

Sexual Misconduct Statement

Georgia Gwinnett College is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect, and is free of all forms of sex discrimination, including sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these behaviors, the College has staff and resources on campus to support and assist you. For a list of resources, please visit [Sexual Misconduct Resources](#).

There are both confidential and non-confidential resources and reporting options available to you. GGC is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX Coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the [website of the Office of Diversity and Equity Compliance](#).