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Office hours: Thursday, 1:00pm – 5:00pm and by appointment
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Phone: 918-660-3364

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<tr>
<th>Week</th>
<th>Topics and dues</th>
<th>Readings</th>
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<tr>
<td>Week 1</td>
<td>Course introduction</td>
<td>Syllabus, Course introduction</td>
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<tr>
<td>Jan. 22</td>
<td>• Familiarize yourself with the course format&lt;br&gt;• Introduce yourself&lt;br&gt;• Identify a set of rules for leader and group&lt;br&gt;• Quiz (participation)</td>
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<tr>
<td>Week 2</td>
<td>Basic Excel Concepts</td>
<td>Excel Chapters 1&amp;2: EX1-114</td>
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<td>Jan. 28</td>
<td>• Homework and quiz due @ 11:00pm Friday&lt;br&gt;• Case Problem 2 - Halley Foods (EX52)&lt;br&gt;• Case Problem 4 – Life Managers (EX 113)&lt;br&gt;• Quizzes (participation and reading quiz)</td>
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<tr>
<td>Week 3</td>
<td>Formula an functions</td>
<td>Excel Chapter 3: EX115-168</td>
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<td>Feb. 4</td>
<td>• Homework and quiz due @ 11:00pm Friday&lt;br&gt;• Case Problem 3 – Eason Financial Services (EX166)&lt;br&gt;• Quizzes (participation and reading quiz)</td>
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<tr>
<td>Week 4</td>
<td>Charts, and graphs</td>
<td>Excel Chapter 4: EX169-232</td>
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<tr>
<td>Feb. 11</td>
<td>• Homework and quiz due @ 11:00pm Friday&lt;br&gt;• Case Problem 3 – Hardin Financial (EX 226)&lt;br&gt;• Quizzes (participation and reading quiz)</td>
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<td>Week 5</td>
<td>PivotTables and PivotCharts</td>
<td>Excel Chapter 5: EX233-300;</td>
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<td>Feb. 18</td>
<td>• Homework and quiz due @ 11:00pm Friday&lt;br&gt;• Case Problem 3 – High Desert Bank (EX297)&lt;br&gt;• Quizzes (participation and reading quiz)</td>
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<tr>
<td>Week 6</td>
<td>Conditional formatting</td>
<td>Excel Chapter 7:</td>
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<td>Feb. 25</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Course Content</td>
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<td>Week 7</td>
<td>Mar. 4</td>
<td>Creating a database&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – PC-Market Distribution (EX 413)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 8</td>
<td>Mar. 11</td>
<td>Table relationships&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC43-44)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 9</td>
<td>Mar. 18</td>
<td>Spring Break – Enjoy</td>
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<td>Week 10</td>
<td>Mar. 25</td>
<td>Querying a database&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC99-102)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 11</td>
<td>Apr. 1</td>
<td>Creating forms and reports&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC159)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 12</td>
<td>Apr. 8</td>
<td>Advanced queries&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC206-207)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 13</td>
<td>Apr. 15</td>
<td>Creating forms and reports&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC275-277)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 14</td>
<td>Apr. 22</td>
<td>Creating forms and reports&lt;br&gt;Homework and quiz due @ 11:00pm Friday&lt;br&gt;Case Problem 1 – Pine Hill Music School (AC351-353)&lt;br&gt;Quizzes (participation and reading quiz)</td>
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<td>Week 15</td>
<td>Apr. 29</td>
<td>Creating forms and reports&lt;br&gt;Homework and quiz due @ 11:00pm Friday</td>
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2
Catalogue Description

Introduction to the theory and application of database design including, information storage and retrieval, data modeling, record structure, data normalization, data security, relational database models, query language, client-server systems, data warehousing and data mining. The social, technological and organizational needs in database design will be examined. No student may earn credit for both 4683 and 5683.

Course Objectives

Upon completion of this course, students should be able to:

1. Outline the evolution of database management systems from legacy systems to the Web.
2. Define and use appropriate terminology in designing and describing database system.
3. Utilize database theory and relational database theory.
4. Plan, design, create, and modify a relational database.
5. Evaluate and implement database security, backup, and recovery measures.
6. Design and execute database queries through SQL.
7. Describe the uses and advantages of databases in specific organizational settings.

Course Strategy

1. I will record lectures of some of the Excel and Access functions each week and put them up online. You can play them as guidance for the week’s hands-on exercise.
2. All class materials are zipped and located under the content tap. You can download zip software at http://www.nchsoftware.com/zip/index.html. If you have any problems downloading the files, you can go to the publisher’s website (https://myhome.cengagebrain.com/cb/login.htm) and download the files.
3. Students will complete hands-on exercises and one final project, and submit them into the appropriate drop box. The projects are based on the hands-on exercises.

Student last name _ Assignment name
Example: Kim _ ExcelCase 1
Note that in addition to appropriately labeling the project file, students must include their name in the file document itself.

4. You are required to participate in weekly discussion. Your group can elect the leader or you can volunteer the role.

Discussion topic
- You will have two discussion topics. The first one is reserved for free discussions of the week’s chapter(s). The leader can determine the directions of the discussion. You can include how the week’s topic has improved performing your current job and/or discuss different ways to performing a function (note that there are many different ways to performing the same function. The book offers a direction, but there are other ways too). You can also discuss the assigned hands-on exercise (but not the answer. You must not post or upload answers). You may choose to discuss a specific function that is useful for a specific situation, so other people can benefit from your knowledge. The bottom line is that the leader is responsible to make the discussion useful and interesting.
- The instructor will assign the second discussion topic, and the leader is responsible for leading the discussion by following the group rules.
- Once you completed the week’s discussion, you need to evaluate yourself by going the appropriate discussion quiz.

Criteria for Online Participation and Self-Evaluation
- For online discussions, you will evaluate yourself based on the criteria listed below. Once you completed the week’s discussion, you need to evaluate your contribution by marking one of the following categories. Try to be as objective as possible when you evaluate yourself (we tend to be harsh on other people’s work, but generous on ours ☺). Let’s practice fairness.
  - Excellent – 20 points (100%)
    - I have read all the required readings.
    - I have made at least one posting for each topic before Tuesday, and made more than two more posts that considerably contribute to each topic before Friday at noon. (Note: You can make commentary posts after Friday at noon if you have already made a minimum of three posts for each topic)
    - My posts motivated and sustained further discussion by building on peers’ responses, including:
      ...building a focused argument around the topic of the week or
      ...asking a new related question within the topic of the week or
      ...making an oppositional statement supported by personal experience or related research within the topic of the week.
    - I have read all the posts in my group’s discussions.
    - I have followed the discussion rules set by our group member.
  - Leader – 10 extra points (a successful leader will get the maximum of 30 points for the role)
Each week, each group will have a voluntary leader (you can volunteer or your group can select one). The instructor will not facilitate the leader selection process.

I have met all the criteria for an excellent rating.

On top of the criteria for excellent, I chose two discussion topics in collaboration with the group members.

I have assigned and coordinated the roles of the individual members necessary for the discussion of the week.

I posted first on each topic and coordinated and commented all postings of others within 24 hours.

I have encouraged participation of the group and motivated discussions.

I have followed the rules of leader’s role set by our group member.

Note: Although it is preferable to have one leader per group, if more than one student claims to have been the leader, the bonus points will be split. The role of leader will start from the second week (Jan. 28). Also note that even if you are the leader of a week and if your roles did not meet the requirements, please make other category that appropriately represents your contributions.

If you are the leader of a week and successfully perform the role of leader, please email me for the extra credit.

- **Good – 18 points (90%)**
  - I have read 80% of the required readings.
  - I have made at least one post for each topic before Tuesday, and made two more posts on each topic before Friday at noon.
  - My discussion posts contributed to the class’ ongoing conversations as evidenced by:
    - affirming statements or references to relevant research or
    - asking related questions or
    - making an oppositional statement supported by any personal experience or related research.
  - I have read at least 80% of the posts in my group discussions for all topics.
  - I have followed the group discussion rules set by our group member.

- **Satisfactory – 16 points (80%)**
  - I have read 60% of the required readings.
  - I have made at least two posts during the discussion week.
  - My posts sometimes contributed to ongoing conversations as evidenced by:
    - affirming statements or references to relevant research or
    - asking related questions or
    - making an oppositional statement supported by any personal experience or related research.
  - My posts or responses to my peers were posted several days after their initial posts.
  - I have read at least 60% of the posts in my group’s discussions for all topics.

- **Unsatisfactory – 14 points (70%)**
  - I have read 40% of the required readings.
  - I have made one or two posts after Wednesday.
  - I did little research the discussion topics.
  - My discussion posts did not contribute to ongoing conversations and were not made in response to my peers’ posts.
  - I have read at least 40% of the posts in my group’s discussions regarding two topics of my choice.
5. Reading quiz
   - You need to take the weekly reading quiz every Friday at 11:00pm. The quiz will cover the concepts in each chapter and be composed of T/F, multiple choices, and/or short answers. If you copy and paste your book or other materials for the short answers, you will get zero on the answer. You have to understand the concept and then rephrase it using your own words.
   - You can take a maximum of three times, and the scores will be averaged.

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<thead>
<tr>
<th>Grading for both undergraduate and graduate</th>
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<td>Assignments</td>
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<td>Participation</td>
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<td>Case problem</td>
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<td>Database design project</td>
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<td><strong>Grand total</strong></td>
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Late assignments will not be accepted unless you have contacted the instructor for permission prior to the class that the assignment is due.

Letter grades will be assigned according to the following percentage distribution:
- 90 % or above = A
- 80 % - 89 % = B
- 70 % - 79 % = C
- 60 % - 69 % = D
- 59 % or below = F

A: Exceptional performance, exemplary work on all aspects of assignment.
B: Work of good quality on all requirements of assignment and high quality on some aspects.
C: Marginal work that does not meet standards in one or more aspects of assignment.
D: Unsatisfactory work that exhibits multiple problems in meeting requirements of assignment.
F: Failure to meet minimal requirements.

The Graduate College considers a grade of “D” to be a failing grade in terms of graduate degree credit. School of Library and Information Studies policy requires that any student receiving a grade of “D” or “F” be recommended for dismissal from the master’s program.

**Required Textbooks**
Course Related Policies

- **Incomplete**
The Graduate College has strict conditions under which a student is given an incomplete in a regularly scheduled, letter graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. It is the responsibility of the student to request a grade of Incomplete and to meet with the instructor as early as possible to determine the requirements for completing the course. Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but may not exceed one calendar year.

- **Codes and Policies of Behavior**
To protect its faculty and students, the School fully subscribes to the University's codes, policies, and procedures involving academic integrity and academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical disability. You should acquaint yourself with both your responsibilities and your protections. Links are available from [http://www.ou.edu/provost/pronew/](http://www.ou.edu/provost/pronew/).

- **Special Accommodations**
Any student in this course who has a disability that may prevent full demonstration of the student's abilities should contact the instructor in person as soon as possible to discuss accommodations necessary to ensure full participation and to facilitate educational opportunities. Please advise the instructor of such disabilities on the first day that this course site is open. The instructor will work with you and the Office of Disability Services to provide reasonable accommodations. The Office of Disability Services accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. The [Office of Disability Services](http://www.ou.edu/provost/pronew/) in Norman is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173. Students in Tulsa should contact [OU-Tulsa Student Affairs](http://www.ou.edu/provost/pronew/) located in Room 1C 53.

- **Academic Integrity**
"Honesty is a fundamental precept in all academic activities, and those privileged to be members of a university community have a special obligation to observe the highest standards of honesty and a right to expect the same standards of all others. Academic misconduct in any form is inimical to the purposes and functions of the university and
therefore is unacceptable and rigorously proscribed.” University of Oklahoma Academic Misconduct Code
You should review expectations for the academic integrity of your work by reading and reviewing the items posted at the URLs listed below.

Academic Integrity
http://www.ou.edu/provost/integrity/

Academic Misconduct
http://www.ou.edu/provost/pronew/content/miscond.html

Rights and Responsibilities under the Academic Misconduct Code
http://www.ou.edu/provost/integrity-rights/

Examples of Plagiarism
http://www.ou.edu/provost/integrity/plagiarismexample.html

Student Code
http://www.ou.edu/studentcode/OUStudentCode.pdf

• Disclaimer
This syllabus represents the plan for this course and will be followed to the extent that it is feasible to do so in meeting the instructional goals of the course and the needs of the class. However, it is not, and should not be interpreted as, a contract between the student and the instructor. If necessary, due either to unforeseen circumstances or to unanticipated variations in class progress, it may be changed or adjusted as needed.

• Religious Holidays
It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Please advise me in advance of any absences due to religious holidays.