2 Course Information

This course provides an introduction to the concepts, design techniques and technology for the storage and management of data.

2.1 Course Objectives

Students gain knowledge and practical skills to model data including:

- the use of entity/relationship models and object models
- the design of simple databases in an organisational environment
- an understanding of the role of data in business
- an understanding of quality assurance issues in collecting, storing and using data

Students acquire and exercise skills in a number of data modelling and design techniques as well as develop a simple system using Microsoft Access (from Handbook course description).

At the end of the course, students should be able to:

- demonstrate an understanding of database design
- interpret an organizational scenario and solve a set of given business rules
- explain the role of data in business, including the quality issues involved
- demonstrate ability to work in teams, including the ability to report effectively, orally and in written form
2.2 WebCT Course Website

http://www.webct.unsw.edu.au

You will need to use your Username (z + your StudentID, e.g. z1234567) and a Password (your UniPass code) to enter the UNSW WebCT system. Check the course at least once a week, for course announcements, course schedules, lecture outlines, handouts, tutorial questions, assignments, discussions, mail, etc.

Difficulties with gaining access to the site should be referred to the DIS=>Connect office:  http://www.disconnect.unsw.edu.au/webct.htm

3 Teaching Strategies

Classes consist of one 2-hour lecture per week and a 1-hour tutorial. These are supplemented by a regular schedule of lab clinics and consultations.

3.1 Lectures

These are given twice weekly. Attendance at one stream only is needed. Readings from the text are set for each week. Students are strongly advised to read these before each lecture.

<table>
<thead>
<tr>
<th>Lecture stream</th>
<th>Class</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>3272</td>
<td>Mon</td>
<td>11am - 1pm</td>
<td>AppSci G05</td>
</tr>
<tr>
<td>02</td>
<td>3479</td>
<td>Tues</td>
<td>5pm - 7pm</td>
<td>Keith Burrows</td>
</tr>
</tbody>
</table>

3.2 Tutorials

Each week you will need to attend a one-hour tutorial during which you will work through exercises related to the previous week’s lectures, and discuss other matters related to the course. One or more of the set exercises will be self-marked under the guidance of your tutor. (These marks will be for your information only, they do not contribute to the final grade.) In addition, some exercises will be collected and marked by the tutor – these marks may contribute to the tutorial assessment mark. See below (3.2.3).

Tutorials are designed to give you feedback on your progress during the course. Substantial portions of the course gradually build fairly complex concepts over a number of weeks. While your tutor is a key person to assist you with understanding the course material, your learning will depend on your regular consistent working through the problems set week by week. In addition to tutorial classes, tutors will be available for scheduled consultation times.

3.2.1 Enrolling in Tutorials

Please note the following carefully:

- Register for a tutorial using the Tutorial Allocation System (TAS) by the end of Week 1. Access from the Faculty homepage: http://www.fce.unsw.edu.au
- Tutorial times can be changed until the end of Week 1, if there are vacancies.
- In Week 2, attend the tutorial in which you enrolled. Failure to attend may result in your place being allocated to another student.
• To change tutorials in week 2 and later requires the permission of the Lecturer-in-charge, and only will be given in very exceptional circumstances.

3.2.2 Supervised lab clinic
Students will need to become familiar with a range of personal computer software, including Microsoft Access. The Quad labs are available for students to do this on a self-taught basis, using the recommended workbooks or equivalent alternatives (see Section 3.3). For part of the Session a weekly lab will be booked for students to use, where a tutor will be available for consultation also.

3.2.3 Tutorial assessment
Tutorial exercises will be set for each tutorial (see the course website). Students should prepare written answers for each tutorial, ready to hand in. Each week exercises will be selected for detailed discussion and self-assessment. Over the session three or four of these exercises will be selected at random and marked by the tutor. (Different groups will have work collected in different weeks.) For each student, the two best exercises will make up their tutorial assessment mark. Late submissions cannot be accepted. Students absent from tutorials should see their respective tutors.

3.3 Relevant resources
The major textbook for this course covers most of the material on database modelling, relational theory and design:


Other readings will be recommended at various points during the course.
For the project assignment you will need to learn and use Microsoft Access 2003, running on Windows XP in the Quad labs. Several workbooks are available that provide adequate coverage. For instance, use one of the following:


4 Course Assessment

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group assignment</td>
<td>30 %</td>
<td>Week 6, Thurs 2 Sept (10%) Week 11, Thurs 14 Oct (20%)</td>
</tr>
<tr>
<td>Tutorial work</td>
<td>10 %</td>
<td>Throughout session</td>
</tr>
<tr>
<td>Final exam</td>
<td>60 %</td>
<td>Exam period</td>
</tr>
</tbody>
</table>

Further details will be provided at appropriate times during the course.
The group assignment involves working in a small team to develop a project using Microsoft Access. It will require project management and reporting skills as well as database analysis and design.

4.1 Passing this course

In order to pass this course, you must attain an overall mark of at least 50%, subject to the following requirements:

A satisfactory performance is required in each component of the assessment. A mark of 45% or lower in a component would normally be regarded as unsatisfactory. There are two assessed components for this course. They are:

1. The group assignment & tutorial work
2. The final exam

Each component of the course may be scaled. You are expected to attend at least 80% of your tutorials.

4.2 Late Assignment Submissions

Assignments should be submitted by the announced deadlines. An extension to the time of submission will only be granted in very exceptional circumstances by the Lecturer-in-charge. In all cases a written application with documentary evidence (such as medical certificates) must be provided. Late submission of assignments will incur a penalty of 10% of the maximum assessment mark per day (including those in weekends & holidays).

5 Staff Consultations

Your tutor will be available at a regular time each week to discuss with you any aspects of the course with which you are having problems. This is the most personalized form of teaching you are likely to get in this course, and you should take advantage of it, as you need it. Tutors are not available outside these consultation times, except occasionally by prior arrangement. Check the course website for consultation times.

6 Contacting Staff

Your tutor should be your first and main point of contact for queries about the course. In some circumstances they may refer you to the Lecturer-in-Charge (if they are not your tutor). Check the Discussions section of the course website before you contact staff, but don’t hesitate to contact staff if your question remains unanswered. Don’t leave your questions to the last minute, just before work or exam deadlines – it will usually be too late by then!

Enquiries may be made by e-mail, directly or through WebCT, if a face to face meeting is not possible. However, use your UNSW address, as this is the official channel. Because INFS1603 has many students, it is important that you clearly state your name (as it appears on the official roll, not a nickname), your student ID, and your tutorial group (number, or meeting day/time). Tutors have to be brief in their replies, and will not reply to e-mails that carry inadequate identification.

Note: Because of previous experience, e-mail with Hotmail or Yahoo addresses will be treated as anonymous (i.e. will not be replied to). Use your UNSW address.
7 Academic Misconduct (UNSW Policy)

The University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct are usually excluded from the University for 2 years. However, because of the circumstances in individual cases the period of exclusion can range from one session to permanent exclusion from the University. A full statement of Faculty policy can be found on the FCE website at: www.fce.unsw.edu.au/current_students/responsibilities.shtml#misconduct

The following are some of the actions which have resulted in students being guilty of academic misconduct in recent years:

1. Taking unauthorized materials into an examination;
2. Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
3. Failing to acknowledge the source of material in an assignment.
4. Plagiarism (see next section)

7.1 Plagiarism

Plagiarism entails taking and using as one's own, the thoughts or writings of another without acknowledgement including:

(a) where paragraphs, sentences, a single sentence or significant part of a sentence which are copied directly, are not enclosed in quotation marks and appropriately footnoted;
(b) where direct quotations are not used, but ideas or arguments are paraphrased or summarised, and the source of the material is not acknowledged either by footnoting or other reference within the text of the paper; and
(c) where an idea, which appears elsewhere in print, film or electronic medium, is used or developed without reference being made to the author or the source of the idea.

8 Educational Development Unit

Additional learning support, tailored to the needs of FCE students, is available from the Education Development Unit (EDU) in the Faculty. The EDU offers a range of services for FCE students including: printed and on-line study skills resources, e.g. referencing guide, report writing and exam preparation; a drop-in resource centre; and a limited consultation service for students with individual or small group learning needs. EDU services are free and confidential and are available to students of the Faculty of Commerce and Economics.

Academic, group and presentation skills workshops are run throughout the session. Students should take advantage of these as they are highly relevant to the successful completion of the major assignment.

EDU Web: http://education.fce.unsw.edu.au
EDU Location: Room 2039, Level 2 Quadrangle Building
8.1 Other UNSW support

In addition to the EDU services, the UNSW Learning Centre provides academic skills support services for students. The Learning Centre is located on Level 2 of the Library and can be contacted by Phone: 9385-3890 or through their website: http://www.lc.unsw.edu.au.

Students experiencing problems of an academic or personal nature are encouraged to contact the Counselling Service at UNSW. This service is free and confidential and run by professional counsellors. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contacted on 9385-5418.

9 Keep up and Keep Informed

It is essential that students attend lectures and tutorials regularly.

Much of the course depends on an understanding of what has been covered in previous weeks. It is the responsibility of students to keep up with the course, to obtain and read all handouts and lecture material, and to generally keep themselves informed. As a rule of thumb, a student needs to spend at least twice the class time on personal study (i.e. 6 hrs minimum outside class). This will vary from student to student (but won’t be much less!) and will vary according to the point reached in the course.

Over commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

If you were unable to attend a lecture, it is your responsibility to find out about announcements or other information given. This information will normally be posted on the course website.

If you were unable to attend a tutorial, discuss this with your tutor.

10 Special Consideration and Other School Policies

School policies which cover the management of all courses are available on the School website, in the Current Students section.

Special consideration and supplementary exams are available only for students whose performance has been materially affected by illness or misadventure. Formal application and documentation are required, and certain deadlines apply. See the School and University websites for details.
## 11 Course Schedule

Subject to change. Changes will be notified through the course website.

<table>
<thead>
<tr>
<th>Wk</th>
<th>Week begins</th>
<th>Reading (5th ed)</th>
<th>Lecture Topics</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 26 July</td>
<td>Chap. 1</td>
<td>Introduction to databases</td>
<td>No tutorial</td>
</tr>
<tr>
<td>2</td>
<td>2 August</td>
<td>Chap. 3 (4 in 6th)</td>
<td>E-R modelling</td>
<td>Tute-1: Thinking about databases</td>
</tr>
<tr>
<td>3</td>
<td>9 August</td>
<td>Chap. 3 (4 in 6th)</td>
<td>E-R modelling</td>
<td>Tute-2: E-R</td>
</tr>
<tr>
<td>4</td>
<td>16 August</td>
<td>Chap. 2 (3 in 6th)</td>
<td>Relational modelling</td>
<td>Tute-3: E-R</td>
</tr>
<tr>
<td>5</td>
<td>23 August</td>
<td>Chap. 4 (5 in 6th)</td>
<td>Normalization</td>
<td>Tute-4: E-R</td>
</tr>
<tr>
<td>6</td>
<td>30 August</td>
<td>Chap. 4 (5 in 6th)</td>
<td>Normalization</td>
<td>Tute-5: Normalization</td>
</tr>
<tr>
<td>7</td>
<td>6 Sept</td>
<td>Chap. 6, 7 &amp; 16 (8, 15 in 6th)</td>
<td>The database development process &amp; data administration</td>
<td>Tute-6: Normalization</td>
</tr>
<tr>
<td>8</td>
<td>13 Sept</td>
<td>Chap. 5 (6 in 6th)</td>
<td>SQL</td>
<td>Tute-7: Normalization</td>
</tr>
<tr>
<td>9</td>
<td>20 Sept</td>
<td>Chap. 5 (7 in 6th)</td>
<td>SQL</td>
<td>Tute 8: SQL exercise (in lab)</td>
</tr>
<tr>
<td>10</td>
<td>27 Sept</td>
<td>Mid-session recess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>4 Oct (public hol Monday)</td>
<td>Review quiz – Thursday only (not part of assessment)</td>
<td></td>
<td>Tute-9: SQL</td>
</tr>
<tr>
<td>12</td>
<td>11 Oct</td>
<td>Chap. 11 + other</td>
<td>Object-oriented modelling</td>
<td>Tute-10: SQL</td>
</tr>
<tr>
<td>13</td>
<td>18 Oct</td>
<td>Chap. 11 + other</td>
<td>Object-oriented modelling</td>
<td>Group presentations (in lab)</td>
</tr>
<tr>
<td>14</td>
<td>25 Oct</td>
<td>Chap. 13, 14, 15 (12, 13, 14 in 6th)</td>
<td>Database trends &amp; emerging techniques</td>
<td>Group presentations (in lab)</td>
</tr>
<tr>
<td>15</td>
<td>1 Nov</td>
<td>Course review</td>
<td></td>
<td>Tute 11: SQL &amp; OO review</td>
</tr>
</tbody>
</table>