School of Library and Information Science  
University of Kentucky  

COURSE SYLLABUS  

LIS 668-201 Information Systems Design  

Spring 2011  

Prerequisite: LIS 636 or consent of instructor  

Revised on December 28, 2011  

The content of this syllabus is subject to change with advance notice.  

No face-to-face meeting required in this course  

Instructor Information  

Instructor: Kwan Yi, Ph.D.  
Office hour: Tuesdays & Thursdays 2:00-3:00 pm or by appointment.  
Office location: 331 Lucille Fine Arts Little Library Building  
Contact: Voice: (859) 257-3853; E-mail: kwan.yi@uky.edu

Course Description  

Study of concepts and methods of information systems design and development with particular relevance to library and information center applications. Emphasis is given to modeling of system functions, data, and processes of computer-based information systems including the development of small-scale information systems.

Course Objective  

This course is designed as a first database course for MLIS students without previous experiences. The general aim of this course is to understand the basic concepts, principles, and hand-on experiences on database including file organization and conceptual/logical/physical data models in database. Most lectures are divided into two sections for theory and practice.

Upon completion of this course, students are expected:  
- To understand the database environment;  
- To understand the database fundamental concepts and principles;  
- To be able to design data modeling using Entity-Relationship (ER) diagrams;  
- To be able to translate ER diagrams to relational data models;  
- To be able to design a database application using a relational DBMS;  
- To understand the Structured Query Language (SQL);  
- To be able to use SQL to retrieve data from database;
**Major Topics To Be Covered**

- Traditional file processing system vs. database approach
- Database development process
- Database analysis: conceptual database modeling
- Database design: logical/physical database design
- Structured Query Language (SQL)

**Course Schedule**

Please refer to additional handout titled *Course Schedule* for the detailed schedule.

**Textbooks**

**Required textbooks:**


*Please use the provided ISBNs to ensure that you have correct versions of the books.*

**Supplementary books:**

Hoffer, Jeffrey A., Prescott, M. B., and McFadden, F. R. *Modern Database Management*, Upper Saddle River, N.J.: Pearson/ Prentice Hall. [Written for Business and Management field; Any edition are okay for the course.]


UK Young library has a physical copy of the supplementary books. I’ll put them on the reserve list for the course so that you can access to them. In addition, I also have my own copies of the books in my office. You are welcome to come and lend for a few days on the first-come-first-serve basis.

Nevertheless, It is unfortunate that UK does not provide the entire content of the books in electronic format. Instead, some portions of the Hoffer’s book will be available for the e-reserved list for the course.

**Course Assessment and Grading**

- Weekly activities: 25%
- Assignments: 50%
  - Database Assignments: (25%)
  - Access Assignments: (25%)
- Exam: 25%
Grading scale:
100-90 for A; 89-80 for B; 79-70 for C; E if it is 69 or less

Weekly activities:
The aim of the weekly activities is to develop an understanding for the contents covered in each week. Normally, a number of review questions (RQ) and problem sets (PS) from the textbook will be utilized for the activities. However, other activities may be assigned instead. Students are asked to post their answers in a discussion board in the course Blackboard. Thus, answers will be shared to all and open to discuss.

The role of instructor here is to provide comments on your answers when necessary. The role of students is not only to provide an informative and contributable answer but also to keep tracking of reading other postings in which you are not involved.

Weekly activity will enhance learning as you share your answers, ideas, perspectives, and experiences with the class. You will develop and refine your thoughts through the writing process, plus broaden your classmates’ understanding of the course content.

The rubric shown at the following table will be used to assess the overall quality of and assign a grade to your discussion contributions at the end of the semester. That is, the weekly activity will not be evaluated week by week. Instead, the activity will be evaluated as a whole once after all the activities are done.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Unacceptable E Level</th>
<th>Acceptable C level</th>
<th>Good B Level</th>
<th>Excellent A Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Consistently participates less than 2 times per week.</td>
<td>Participates 2 times and/or postings are on the same day.</td>
<td>Participates 3 – 4 times and/or postings are not distributed throughout week.</td>
<td>Participates 3 – 5 times throughout the week.</td>
</tr>
<tr>
<td>Initial Topic Posting</td>
<td>Posts lack thought and preparation.</td>
<td>Posts adequate topic discussion with basic thought and preparation; and/or doesn’t address the topic fully.</td>
<td>Posts well developed discussion that addresses the topic fully and demonstrates high levels of thought and preparation.</td>
<td>Posts unusually insightful and well developed discussion that demonstrates an engagement with the material beyond typical levels of thought and preparation.</td>
</tr>
<tr>
<td>Follow-Up Postings</td>
<td>Posts few or superficial follow-up responses to others (e.g., simply agrees or disagrees); does not enrich discussion.</td>
<td>Posts basic follow-up responses and makes a moderate contribution to discussion</td>
<td>Elaborates on existing postings with further comment or observation, enriching the discussion.</td>
<td>Demonstrates analysis of others’ posts; extends meaningful discussion by building on previous posts.</td>
</tr>
<tr>
<td>Content Contribution</td>
<td>Posts information that is off-topic, incorrect, or irrelevant to discussion.</td>
<td>Repeats but does not add substantive information to the discussion.</td>
<td>Posts information that is factually correct but lacks full development of concept or thought.</td>
<td>Posts factually correct, reflective and substantive contribution; advances discussion.</td>
</tr>
<tr>
<td>References &amp; Support</td>
<td>Includes no references or supporting experience.</td>
<td>Uses personal experience, but no references to readings or research.</td>
<td>Incorporates some references from literature and personal experience.</td>
<td>Uses references to literature, readings, or personal experience to support comments.</td>
</tr>
<tr>
<td>Etiquette, Clarity &amp; Mechanics</td>
<td>Posts long, unorganized or rude content that may contain multiple errors or may be</td>
<td>Communicates in courteously but with occasional lack of clarity and/or</td>
<td>Communicates clearly and collegially with only minor mechanics errors.</td>
<td>Postings are collegial, clear, concise and free of mechanics errors.</td>
</tr>
</tbody>
</table>
### Database Assignments (DA):

A detailed guideline will be given on the distributed date.

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Assignments</th>
<th>Percent of final mark</th>
<th>Due</th>
<th>Return to you by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/14</td>
<td>DA#1: ER model</td>
<td>25/3%</td>
<td>2/28</td>
<td>3/7</td>
</tr>
<tr>
<td>3/7</td>
<td>DA#2: Normalization</td>
<td>25/3%</td>
<td>3/28</td>
<td>4/4</td>
</tr>
<tr>
<td>4/4</td>
<td>DA#3: Query</td>
<td>25/3%</td>
<td>4/18</td>
<td>4/25</td>
</tr>
</tbody>
</table>

### Access Assignments (AA):

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Assignments</th>
<th>Percent of final mark</th>
<th>Due</th>
<th>Return to you by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24</td>
<td>AA#1</td>
<td>5%</td>
<td>2/7</td>
<td>2/14</td>
</tr>
<tr>
<td>2/7</td>
<td>AA#2</td>
<td>5%</td>
<td>2/21</td>
<td>2/28</td>
</tr>
<tr>
<td>2/21</td>
<td>AA#3</td>
<td>5%</td>
<td>3/7</td>
<td>3/14</td>
</tr>
<tr>
<td>3/7</td>
<td>AA#4</td>
<td>5%</td>
<td>3/28</td>
<td>4/4</td>
</tr>
<tr>
<td>4/4</td>
<td>AA#5</td>
<td>5%</td>
<td>4/18</td>
<td>4/25</td>
</tr>
</tbody>
</table>

### Exam:

We will take a final exam in online anytime between May 2 (Monday) and May 3 (Tuesday). A detailed guideline will be distributed approximately one month prior to taking the exam.

### Attendance policy:

Students are expected to participate weekly activities through the Bb, like class attendance in traditional in-class courses. Normally the failure to virtual weekly activities through the Bb will result in point reduction. Exceptional cases include illness, emergency, or others with instructor’s permission, upon the approval of instructor. **Important note:** Absence in at least one-third of weekly activities will automatically result in the reduction of grade to one lower scale (from A to B, from B to C, etc). With the absence in at least half of weekly activities, students will automatically get the ‘F’ grade.

### Late submission policy:

Ten percentages of the total score will be reduced to each day delayed if there is no instructor’s consent. The acceptable circumstances for an extension or a delay include, but not be limited to: personal illness, illness in the immediate family (physician’s certificate required), and other situations in emergency. You should contact instructor immediately when it occurs.

### Course Instruction via Online

- This online course will be primarily conducted through the UK Blackboard system that is the most popular course management system in North America. Consequently, it is essential to be familiar with the UK Blackboard system (called Bb for this afterward) and its use. Refer to the site [http://elearning.uky.edu/index.html](http://elearning.uky.edu/index.html) on how to access the BB. Be ready with your user ‘id’ and ‘password’ to access the course shell. Note that the availability of the course
shell will be announced through **SLIS email listserv** when it is ready (see the FAQ below for the listserv).

- Once you log on, feel free to navigate the course shell and read information available. It is important to ensure reading all information available, as it is often the case that many students spend time in asking same information available on the Bb.
- **It is obvious that a specific class day and time is not assigned to this course as this is delivered in online. However, it will be assumed that a new class will start on every Monday of each week, unless otherwise is stated.** It means that the course materials for each week will be available at the Bb on that day, most probably sometime in the morning.

**Blackboard Use**

Contact information for Teaching and Learning Services Center:

*Website: [http://www.uky.edu/TASC/](http://www.uky.edu/TASC/)*
*Phone: 859-257-8272*

Contact information for Information Technology Customer Service Center:

*Website: [http://www.uky.edu/UKIT/](http://www.uky.edu/UKIT/)*
*Phone: 859-257-1300*

Procedure for resolving technical complaints: contact instructor first, then TASC or ITCSC

Contact information for Distance Learning Library Services:

*Website: [http://www.uky.edu/Libraries/DLLS](http://www.uky.edu/Libraries/DLLS)*
*Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)*
*Email: dllservice@email.uky.edu*

Course reserves:


**Communication with Instructor and E-mail Policy**

- Email is the best way to contact instructor, albeit other viable options (phone and visit) are still open – leave your name and message on the answering machine in case. If you have course- or content-related questions, you are strongly advised to post them onto the General Q&A discussion board of the Blackboard first, rather than sending an email to instructor directly, to share with the other students in the class. Anyone in the class can possibly answer the questions. However, instructor can be directly contacted with private/personal issues or in emergency. Students are always encouraged to contact instructor especially when in doubt in content, assignment, discussion items, schedules, etc. I’ll normally reply back to you within 24-48 hours, but I’ll often get back to you even much faster! If there is no response within 2 days, it would be wiser for you to contact instructor again. Please start your e-mail subject line with “LIS602” for quick and better attention.

- When you have any question, you must first post it on the Q&A discussion board unless it is any private issues or it needs a quick reply from instructor. Note that as for questions posted, instructor will not answer for a while, and wait for answers from students first. If no one replies or student answers are not adequate, then instructor will provide his feedback. Therefore, whenever you have question, it is wise that you should consult the discussion board first to see if same or similar questions were already posted. Again, if your question
contains private matter or you do not feel to share it with the class for some other reasons, then send an email to me at kwan.yi@uky.edu.

General Course Policies (School of Library and Information Science)

Adopted May 2009
http://www.uky.edu/CIS/SLIS/academics/policies.pdf

Academic integrity
Excused absences
Incompletes
Academic accommodations due to disability
Integration of Syllabus with UK Educator Preparation Unit Themes
Integration of the Syllabus with the Themes of Diversity, Assessment, and Technology

Rule of the Non-Transferable

A same work prepared and submitted by a student for this course is not allowed to be transferable to other courses. Or vise versa. That is, a same work is prohibited from being graded for multiple courses.

Frequently Asked Questions

**Question**: I passed or expected to pass the due for a quiz or a class discussion for some reasons. What should I do?

**Answer**: You need to contact the instructor BEFORE the due to avoid being penalized. It does not mean that I will always give you more time to finish it up. Nevertheless, I am relatively flexible to give you a guidance to get you out of an awkward situation that you may get into, as long as it is FAIR to everyone or there must be a reasonable excuse. However, be cautious that I can’t help you once it PASSES the due, except for emergency cases. The thumb rule is to let instructor know as soon as possible.

**Question**: I came to know that instructor sent an email to the entire class. However, I have not got any email from instructor. What is wrong?

**Answer**: There are two possible scenarios expected: (1) the email account you are currently in use might not be registered on the Blackboard. If that is the case, go to the site for the update: https://www.uky.edu/Blackboard/email.php; (2) a less probable scenario is that emails from instructor might be classified as spam by the email system you use and might be directly located into a special directory for spam or garbage bin directory automatically. Check your spam mails to see if there is any mail from instructor. If you are in neither of those cases, please report the problem both Computer Help Desk in UK (http://www.coe.uky.edu/ITC/IT/helpdesk/) and instructor.
**Question:** I am new to the UK campus. I understand that this course does not require any face-to-face meeting. Nevertheless, would you give me a direction to get to the UK campus? Also, how about parking in UK?

**Answer:** Here are directions to the UK campus: http://www.uky.edu/CampusGuide/campus-locator.pdf. You should be able to print this map off pretty easily. Also, refer to the general information at: http://www.uky.edu/Parking/visitor.htm

My assumption is that you are coming in on I-75/I-64, so I would recommend taking Paris Pike (27)(68) into Lexington. Paris Pike will turn into Broadway.

You’ll stay on this a bit. It will take you past Rupp Arena, etc. Stay on this and we’re going to recommend that you turn onto Bolivar St. From Bolivar pull into the back entrance of Parking Structure #5 off of Limestone Street: Parking Structure 5 (next to Fazoli’s) does have different hours and they are usually closed on Saturdays. You can see their schedule at http://www.uky.edu/Parking/parking-structure-5.html.

There’s a crossing structure over the road from the parking structure onto main campus. I recommend you take this. We are close to the Patterson Office Tower which is the tallest white building on campus, can’t miss it.

There is also pay-parking available at William T. Young Library.

Here are driving directions directly to the Young parking lot: http://www.uky.edu/Libraries/page.php?lweb_id=25