

# CGS 4307 – Information Processing: An Organizational Perspective

## Fall 2014

Instructor: Jim Littleton  
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Office: Room 15/3212  
Office Hours: Monday & Wednesday 3:00PM – 4:00PM  
Tuesday & Thursday 3:00PM – 5:00PM  
Home Page: <http://piper.ccec.unf.edu>

Class: Room 2/1017  
Class Times: Monday & Wednesday 4:30PM – 5:45PM  
Web Page: <http://piper.ccec.unf.edu/fall2014/cgs4307/>

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### Required Materials \*

Database Concepts, 6th edition (2013)  
Pearson/Prentice Hall, ISBN: 978-0-13-274292-4

### Recommended Materials \*

USB flash “thumb” drive (at least 1GB)

\* All materials are available in the UNF bookstore.

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### Course Description

Students examine the organizational requirements for information processing in support of administrative decision processes. This involves the examination and use of information processing models in business to transform organizational memory into appropriate designs. Projects involving the use of information models applied to various application domains are required.

### Course Delivery

This course combines classroom lectures with labs, assignments and tests. To complete the assignments successfully, students must have access to a computer system capable of running the Microsoft Access software provided. Computers are available in the School of Computing computer lab located in room 15/3129.

### Important Dates

August	25	First day of class
	29	Last day to Add/Drop
September	1	Labor Day (No Class)
	19	Deadline to withdraw (25% refund)
October	31	Deadline to withdraw (No Refund)
November	11	Veteran’s Day (No Class)
December	3	Last day of class
	5	School of Computing Fall Symposium

## Course Policies

### Grading

A student's final grade will be evenly weighted across projects and tests:

Evaluation Method	Weight
Assignments	30%
Final Assignment	20%
Tests	50%

### Final Grade Scale

A	90% ≥
B+	88 – 89%
B	80 – 87%
C+	78 – 79%
C	70 – 77%
D	60 – 69%
F	< 60%

- **Students MUST maintain a 70% average for both the assignments and tests to pass the course with at least a "C". Students who fail to do so will receive an "F" for the course.**
- A grade of incomplete will be giving only in cases of catastrophic illness or injury.
- Students can view their grades in the My Grades section on Blackboard.

### Assignments

- **All assignments are due on or before the scheduled due date. The instructor will NOT accept late assignments.** Be sure to plan ahead.
- Students MUST ensure their assignments open successfully in Microsoft Access 2010 or later database tool.
- **Students MUST work on assignments together in groups of two**, and each group will submit one solution for each assignment. Each student in a group will receive the same grade for their assignments.
- **All assignments MUST be submitted using the FileUploader utility** available on the course website. Unless instructed otherwise, **the instructor will NOT accept assignments submitted via email.**

### Tests

- **Students MUST take tests on or before the scheduled test date.**
- Students will NOT receive a make-up test except in the event of a documented emergency.

### Extra Credit

- The instructor will NOT provide any extra credit opportunities during the course.

## Email

- **The best way to contact the instructor is via email.** He checks email often, and will generally respond within 3 to 5 hours **except after business hours (9am to 5pm) and weekends.** Please refer to the following examples when sending an email to the instructor:
  - Subject: "CGS4307 – Student Name – Subject of Message"
  - Attachments: "Student Name – filename.xyz"
- The instructor will always contact students using their UNF email address.
- **The instructor expects students to check their UNF email accounts regularly.**

## Blackboard

- The instructor will use Blackboard for email communication and managing grades only.

## Conduct

- Attendance is not mandatory; however, students are responsible for the material covered in class. **Students expecting to earn an "A" should attend class regularly.**
- Students MUST set their cell phones to vibrate prior to entering the classroom and avoid using any distracting electronic devices during class.
- **The instructor will NOT tolerate the disrespect of a student's race, gender, opinions, etc.** Egregious violations of this policy will result in an automatic "F" for the course, and the matter reported to Student Conduct for further review.
- **The instructor will NOT tolerate cheating of any kind.** Violations of this policy will result in a grade of "F" for a assignment or test. Multiple occurrences of cheating will result in a grade of "F" for the course, and the matter reported Student Conduct for further review.

## Satisfactory Progress Policy

All School of Computing students are responsible for reading and understanding the school's Satisfactory Progress Policy

([http://www.unf.edu/ccec/computing/PoliciesGuidelines/Satisfactory\\_Progress\\_Policy.aspx](http://www.unf.edu/ccec/computing/PoliciesGuidelines/Satisfactory_Progress_Policy.aspx)).

## UNF Academic Integrity Code

All UNF students are responsible for reading, understanding and adhering to the university's Academic Integrity Code (<http://www.unf.edu/catalog/catalog.aspx?id=15032403681>).

## Florida Computer Crimes Act

All UNF students are responsible for reading, understanding and adhering to the Florida Computer Crimes Act ([http://www.unf.edu/its/polproc/Computer\\_Crimes.aspx](http://www.unf.edu/its/polproc/Computer_Crimes.aspx)).

## Students with Disabilities

Students with disabilities who seek reasonable accommodations in the classroom or completing their coursework MUST contact the UNF Disability Resource Center (DRC) in Room 10/1201 and **submit the appropriate paperwork to the instructor.**

Phone: (904) 620-2769, email: [drceams@unf.edu](mailto:drceams@unf.edu), website: <http://www.unf.edu/drc>.