

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

DBA 110-10
Database Concepts
3 Credit Hours, 5 Contact Hours

Fall 2007

Course Description:

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Prerequisites: None.

Corequisites: None.

Instructor Information:

Instructor: Ryan A. Carter

Office Location: P211

Telephone Number: (828) 765-7351 x334

Email Address: rcarter@mayland.edu

Office Hours: Office hours are posted outside P211. Additional office hours are available by appointment.

Course Information:

This class meets on Mondays from 10:00am until 11:50am AND on Wednesdays and Fridays from 10:00am until 11:20am in room P218

Required Text(s):

Shelly, Gary B, et al. Microsoft Office Access 2007: Comprehensive Concepts and Techniques. Thompson Course Technology, Boston, MA, 2008.

SAM 2007, version 1.0 (A Thompson Course Technology product).

The SAM 2007 software can be purchased in Mayland's bookstore. Because of licensing reasons, you cannot use another person's account from either this semester or a previous one. Since this is an updated and upgraded version of SAM, it is not compatible with previous SAM versions. If you have previously purchased SAM 2003 or earlier, you *will* need to buy a copy of SAM 2007. However, you only need to buy one copy of SAM 2007 if enrolled in more than one class that uses the SAM software.

Please note: you do not have to install the SAM software at home, though you can if you prefer. Mayland has computer labs (Avery campus, Yancey campus, library, classrooms, SOAR lab) available for your use (depending on classes and other scheduled activities). In fact, you can use the Mayland computers to complete any SAM exercises or homework assignments. **Please Note: Because all computers are different, I cannot be responsible for home installation and will not provide technical support for use of the SAM software at home.** If you are uneasy about putting SAM on your home computer, please don't. You can always work here at school.

We will also be using Microsoft Access 2007 to complete homework assignments. You do not have to have a computer or this particular software at home, but you must be willing to spend time with a computer that does (here at Mayland or elsewhere).

LRC Resources: None.

Required supplies: **Multiple** storage devices solely devoted to this class. If you plan on using USB flash drives to turn in your work, be prepared for me to take them up and keep them for a week at a time. To submit assignments, you can also email me the assignments to my email account listed above. You **must** bring storage devices to every class.

Course Objectives/Competencies:

1. You will be able to design and create a database.
2. You will be able to create, modify, and update a table.
3. You will be able to define table relationships.
4. You will be able to write queries in order to retrieve requested information.
5. You will be able to create forms and customize them.
6. You will be able to create reports and customize them.
7. You will be able to automate tasks using macros.
8. You will gain exposure to SQL in order to manipulate databases.

Grading Criteria/Tests/Projects:

Exams: There will be four exams given this semester. Unless otherwise specified, exams are to be completed during class and are considered late once class ends. However, take-home exams or project assignments may be substituted as necessary. Please note that missed / late make-up exams may differ in content than those given in class and are only given in very unique and special circumstances. All exam grades will be used in the computation of your final grade. Extra credit will be periodically available for the exams.

Daily Work / Homework: Homework will consist of quizzes, class work, book work, and other activities given throughout the semester. The lowest homework grade will be dropped, and **NO LATE HOMEWORK WILL BE ACCEPTED FOR ANY REASON.**

<u>Grading Criteria:</u>		<u>Grading Scale:</u>
Exams	60%	A = 93 – 100
Homework	35%	B = 85 – 92
Attendance	05%	C = 78 – 84
		D = 70 – 77
		F = 00 – 69

Attendance Policy/Tardiness/Make-Up Work:

All assignments are due on the day and time specified in class. Assignments are considered late if turned in any time after the assignment as been collected from the class. This means that you should always do your work before coming to the class in which it is due.

You can take one Exam late during the semester. If for emergency or health reasons you are unable to take an exam as it is scheduled, it is your responsibility to notify the instructor PRIOR to the test to make arrangements for a make-up. An appointment has to be scheduled for the make-up exam, and make-up exams are given during posted office hours. Three (3) points will be deducted from the exam grade for each school day that the assignment is late. The missed exam must be made up within one calendar week, or it will receive no credit. THERE WILL BE NO REMINDERS OF THIS POLICY.

In other words, if there are extenuating circumstances (e.g. hospitalization, loss in the family), let me know **PRIOR TO DEADLINES** so that we can work out a way to deal with missing work. Please note that make-up tests may differ in content than those given in class. No make-up work will be accepted during the last 5 class days of the semester. Exam grades will not be dropped.

No late Homework will be accepted **FOR ANY REASON**, but the lowest Homework grade that you receive will be dropped. If you cannot be present when homework is due, a 0 will be recorded. Remember, however, that

the lowest homework grade that you earn will not count against you. If you know that you will be absent when Homework is due, you can submit it early. The best advice is to do your work as early as possible so that you can deal with any unforeseen problems.

Since this is a business-oriented class, you are expected to show up at your "job". Therefore, attendance is required, will be taken on a daily basis, and will be recorded throughout the semester. Each student starts out with a 100% score for his or her attendance grade. For each day that a student is absent, 2.08 points will be deducted from the attendance grade. A student is considered absent if he or she fails to come to class, arrives significantly late, or leaves significantly early. Tardies and early departures are counted as absences at the instructor's discretion.

If you must miss class, you are responsible for finding out assignments, getting notes, reading the material, etc. "I wasn't here" is no excuse for not being prepared for your assignments.

We will be using both the SAM software and Mayland's LEO website to augment and facilitate learning and communication in this class. You will need to quickly become familiar with these tools as we will be using them quite extensively. I will be posting announcements and emailing the class in LEO with important information as the need arises. You are REQUIRED to regularly check LEO for such communications. Failure to do so will not excuse you from abiding by the information communicated.

While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group.

Inclement Weather Procedures:

In the event that MCC is operating on a delayed schedule, this class will meet on Mondays from 11:30am until 12:50pm and on Wednesdays and Fridays from 11:30am until 12:30pm. Please use your best judgment as to traveling and exercise extreme caution during periods of inclement weather.

Academic Standards/Student Expectations/Ethics:

We have 16 class weeks this semester, and this class will require an investment of time each week. You should always practice the skills that we cover on your own outside of our sessions.

In addition to hard work and good academic performance, students should exhibit honesty and integrity. Students are expected to maintain the highest levels of honor and respect involving all things associated with this course. This includes:

- Ensuring that the work for which you get credit is your own work. Cheating, copying, and plagiarism in all forms will not be tolerated. This includes 'sharing' homework, using unauthorized materials during exams (including your neighbor), or failure to cite appropriate sources.
 - You are expected to do homework and projects on your own. While forming study groups is encouraged, you should not be completing homework together. Any submitted assignment should reflect your effort. Otherwise, all people involved in turning in the same shared answers (even if you did the homework as a 'group') will be subject to disciplinary action for cheating.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.
- Allowing others the full opportunity to learn during class time. Therefore:
 - Turn off all cell phones and pagers or set them to silent alert.
 - There should be no texting, chatting, phoning, picture-taking, or other form of electronic communication taking place during class. If you must keep a phone on standby due to family emergency, it should not be left in sight or used in the classroom. The unauthorized use of any electronic gadget, chat, web surfing, or email is strictly banned during Exams. Also, unauthorized talking, gesturing, and other types of communication during Exams are forbidden.

- o Do not bring other people to class with you, including children, friends, or other family FOR ANY REASON. The computer lab classroom setting is not an appropriate place to have visitors.
- o Do not use computers for web-surfing, emailing, game playing, or any other non-class related activity during class. Since doing these non-class activities is a large temptation for classes taught in the computer lab, and since they are a large distraction for everyone in the room including other students and the instructor, I will be very watchful for activity which is not related to the lesson at hand. You are expected to monitor your own conduct. I suggest that instead of playing online, you take notes. If you pursue these activities you WILL be asked to leave class. If non-class Internet usage / game-playing continues or becomes an issue, further appropriate measures will be taken.

Withdrawal Dates:

End of Unconditional WithdrawalTuesday, September 25, 2007
 End of Conditional Withdrawal.....Thursday, November 1, 2007

Course Outline:

- I. Introduction to Database Concepts
- II. Creating a Database
- III. Querying a Database
- IV. Maintaining a Database
- V. Creating Advanced Queries
- VI. Creating Forms and Reports
- VII. Using Macros and Switchboards
- VIII. Creating Advanced Forms
- IX. Creating Advanced Reports
- X. Administering and Securing a Database

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Contact with the instructor as mentioned above includes direct contact such as a face-to-face meeting or a telephone call. An administrative withdrawal may be performed, but is not required, for the final third of the semester. If you are dropped out of a class due to an administrative withdrawal, you will not be allowed to rejoin that class during the semester.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.