

**AUSTIN COMMUNITY COLLEGE  
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY**

Course Syllabus: ITSW 1307(3-2-2) - Introduction to Database  
Synonym **46163 – Spring 2012**

**Lecture:** NRG 4233 Tuesday, Thursday 5:40pm – 7:25pm

**Lab:** NRG 4233 Tuesday, Thursday 5:40pm – 7:25pm

**Instructor:** Patricia Douglass

**Office Telephone:** 512-913-0567

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**Office:** NRG 4232(computer lab)

**Office Hours:** Tuesday and Thursday 5:00pm-5:30pm

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**Home page:** <http://www.austincc.edu/pdouglas>

**Course Description:** Introduction to database theory and the practical applications of a database

**Pre-requisites:** COSC 1301 or departmental approval.

**Approved Course Texts/Readings:**

**New Perspectives on Microsoft Access 2010, Comprehensive, 1<sup>st</sup> Edition**

By Joseph J. Adamski and Kathleen T. Finnegan

Published by Cengage Learning

ISBN-13 9780538798471 ISBN-10: 0538798475

**Product Overview**



**New Perspectives on Microsoft® Access 2010, Comprehensive, 1st Edition**  
Joseph J. Adamski - Grand Valley State University  
Kathleen T. Finnegan  
ISBN-10: 0538798475 ISBN-13: 9780538798471  
840 Pages PB  
©2011 Published  
College Bookstore Wholesale Price = \$86.00  
[Instructor Companion Site](#)  
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**Database Systems Design, Implementation and Management –8<sup>th</sup> Edition**

By Peter Rob and Carlos Coronel

Published by Thompson Course Technology

ISBN-13 9781423902010 ISBN 1-4269-0201-7

**Instructional Methodology:** This course will have 75% lecture and 25% laboratory. The CIS open labs are available for students for work outside of scheduled lab time.

**Course Rationale:** This course is a beginning course about developing databases. It is a required course in the Microcomputer Applications Support A.A.S. degree program.

**Course Objectives/Learning Outcomes: :**

1. Use a database management system (DBMS) commonly encountered on single user and networked microcomputers to solve business problems.
2. Study and practice data design theory.
3. Create Entity Relationship diagrams.
4. Design and modify tables, queries, forms and reports.
5. Normalize tables to 3<sup>rd</sup> normal form.
6. Create primary keys for each table.
7. Define and understand entity integrity and referential integrity in relational databases.
8. Develop database applications using macros and an internal programming language (Visual BASIC).

**SCANS (Secretary’s Commission on Achieving Necessary Skills):**

Refer to <http://www.austincc.edu/cit/courses/scans.pdf> for a complete definition and explanation of SCANS. The following list summarizes the SCANS competencies addressed in this particular course:

<p><b>RESOURCES</b> 1.1 Manages Time</p>	<p><b>INTERPERSONAL</b> 2.1 Participates as a member of a team 2.3 Serves Clients/Customers 2.4 Exercises Leadership 2.5 Negotiates 2.6 Works with Cultural Diversity</p>	<p><b>INFORMATION</b> 3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information 3.3 Uses Computers to Process Information</p>	<p><b>SYSTEMS</b> 4.1 Understands Systems 4.2 Monitors and Corrects Performance 4.3 Improves and Designs Systems</p>
<p><b>TECHNOLOGY</b> 5.1 Selects Technology 5.2 Applies Technology to Task 5.3 Maintains and Troubleshoots Technology</p>	<p><b>BASIC SKILLS</b> 6.1 Reading 6.2 Writing 6.3 Arithmetic 6.4 Mathematics 6.5 Listening 6.6 Speaking</p>	<p><b>THINKING SKILLS</b> 7.1 Creative Thinking 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning</p>	<p><b>PERSONAL SKILLS</b> 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty</p>

## Grade Policy:

Grade will be assigned based both on concepts and practical application. Exams, quizzes, and lab projects will be a part of the grade. An overall grade will be assigned on the following grading scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

## Method of Grading

Testing	50% of Final Grade
Lab & Project Assignments	50% of Final Grade

## Examinations:

There will be three (3) tests. (See the schedule at the end of this handout). Tests must be taken on the scheduled dates. The examination dates may be changed due to unforeseen circumstances. Any changes will be announced in class.

If an Exam is missed, you will have made arrangements to take a makeup test in advance. You will have one week to take the makeup test. Taking the makeup test is subject to Instructor approval. If you fail to take the make-up test in the 1 week period, a zero will be assigned.

## Laboratory/Homework Assignments:

Laboratory/Homework assignments will be made throughout the class. Laboratory facilities are available on Campus and we will meet in the Lab regularly to discuss assignments. Assignment due dates are defined in the syllabus on the last page.

## Course/Class Policies:

### Academic Integrity

A student is expected to complete his or her own projects and tests. Students are responsible for observing the policy on academic integrity as described in the current [Student Policies Handbook](#).

The penalty assessed will be in accordance with the [current policy](#).

For this course, the penalty for scholastic dishonesty is a grade of 'F' for the course.

## **Incomplete**

A student may receive a temporary grade of "I" (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:

1. The student is unable to complete the course during the semester due to circumstances beyond their control.
2. The student must have earned at least half of the grade points needed for a "C" by the end of the semester.
3. The request for the grade must be made in person at the instructor's office and necessary documents completed.
4. To remove an "I", the student must complete the course by two weeks before the end of the following semester. Failure to do so will result in the grade automatically reverting to an "F".

## **Freedom of Expression Policy**

It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

## **Tutoring**

Free tutoring is provided for this course both on line and face-to-face. For online schedules and details please refer to <http://www.austincc.edu/cit>.

## **Testing Center Policy [Open Campus Sections Only]**

<http://www.austincc.edu/testctr/>

## **Attendance / Withdrawal**

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. The last date to withdraw for this semester is **Monday, April 23, 2012**. It is not the responsibility of the instructor to withdraw the students from their class even though the instructor has the prerogative to do so under the above listed circumstances.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 are charged a higher tuition rate. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regard this policy can be found in the ACC College Catalog.

### **Student Files – Privacy**

The information that a student stores in his/her student volume in the Computer Studies Labs may be viewed by their instructor for educational and academic reasons.

### **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make this request three weeks before the start of the semester. (Refer to the current [ACC Student Policies](#)).

### **Communication**

The ACC online Blackboard system <http://aconline.austincc.edu> and the ACCmail accounts will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and your grades will be posted on Blackboard and all email communication will be via the ACCmail accounts. All students are expected to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard and ACCmail please visit the following sites: <http://irt.austincc.edu/blackboard/StudentSupport.php> and <http://www.austincc.edu/google/>.

### **Safety Statement**

Each student is expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency posters and Campus Safety Plans are posted in each classroom. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency/>.

Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and / or barred from attending future activities.

**COURSE SCHEDULE**

updated 1/17/2012

Week	Date	Chapters-Rob& Coronel	Chapters-Access 2010	Lab Assignments
1	1/17-1/19	Chapters 1 & 2 Database Systems & Data Models		Questions from book (due next class)
2	1/24-1/26	Chapters 3 & 4 Relational Model & ER Modeling		Questions from book (due next class)
3	1/31-2/2	Chapter 5 Database Normalization		Questions from book (due next class)
4	2/7-2/9		Tutorial 1-Creating a Database  Tutorial 2 – Building a Database and Defining Table Relationships	Case Problem 1 p AC43 (due 2/14) Case Problem 1 P AC99 (due 2/16)
5	2/14-2/16		Tutorial 3 Maintaining and Querying a Database  Tutorial 4 Creating Forms and Reports	Case Problem 1 p AC159 (due 2/21) Case Problem 1 p AC206 (due 2/23)
6	2/21-2/23	Test 1 Review and Exam		Lab assignments(1-4) Due by test day
7	2/28-3/1	Chapter 7 Intro to SQL		SQL Practice (due 3/6)
8	3/6-3/8		Tutorial 5-Creating Advanced Queries and Enhancing Table Design Tutorial 6 – Using Form Tools and Creating Custom Forms	Case Problem 1 p AC 275 (due 3/20) Case Problem 1 p AC 351 (due 3/22)
	3/12-3/18	Spring Break		
9	3/20-3/22		Tutorial 7-Creating Custom Reports	Case Problem 1 p AC 409 (due 3/27)
10	3/27-3/29	Test 2 – Review and Exam		Lab assignments(5-7) Due by test day
11	4/3-4/5	Chapter 9-Database Design	Tutorial 8 – Sharing, Integrating & Analyzing Data	Case Problem 1 p AC465 (due 4/10)
12	4/10-4/12	Chapter 10- Transaction Management and Control	Tutorial 9-Using Action Queries and Advanced Table Relationships	Case Problem 1 p AC563 ( due 4/17)
13	4/17-4/19	Chapter 12- Distributed DB Management Systems	Tutorial 10-Automating Tasks with Macros	Case Problem 1 p AC565 (due 4/24)

14	4/24-4/26		Tutorial 11 – Using and Writing Visual Basic for Applications Code	Case Problem 1 p AC 606 (due 5/1)
15	5/1-5/3		Tutorial 12 – Managing and Securing a Database	None
16	5/8-5/10	Test 3—Review and Exam		Lab assignments(8-11) Due by test day

Special Project Assignments: **Project 1:** Dependency chart, Relational Schema, ER Diagram; **Project 2:** Normalize tables for project and create tables in Access; Create Queries, Forms and Reports; **Project 3:** Create Switchboard or Navigation Form, macros, application. Due dates to be assigned