McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO DATABASE

ITSW - 1307 - 87

JAN D. ROBERTSON

NOTE: This is a 16-week course.

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AN EQUAL OPPORTUNITY INSTITUTION   SP 2021

Course Description:

Introduces database theory and the practical applications of a database. Students will identify database terminology and concepts, plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. Semester Hours 3 (2 lec/2 lab)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Notes: Exams for this course may be taken remotely at the student's home, other remote location, or in the CIS lab on the MCC campus. All exams are timed. The student must have access to Access 2019 software plus have a textbook by the end of week one. (Student may use the CIS lab if he/she does not have the software required.) Students are required to use their MCC email account for all email communications with the instructor. Students must log on to Brightspace as of the first day of the semester and read/work through the orientation in the first announcement.

Recommendations: The instructor recommends anyone contemplating taking this course online have a working knowledge of using email, the Internet, and Win 10 and be able to type. In addition, the student should be self-disciplined and self-motivated and be able to read and interpret directions easily from the textbook as well as on Brightspace.

Instructor Information:

Instructor Name: Jan D. Robertson
MCC E-mail: jrobertson@mclennan.edu
Office Phone Number: 254-299-8218
Office Location: Business & Technology building, Room 107
Office/Teacher Conference Hours: Posted next to office door
Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:

Title: New Perspectives on Microsoft Office 365 Access 2019 Comprehensive
Author: Shellman/Vodnik
Edition: 1st
Publisher: Course Technology
ISBN-13: 978-0-357-02575-8

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Students will learn content by reading the textbook and completing assigned tutorials and case problems, watching video demonstrations from Brightspace, and reading FAQs available on Brightspace..

Course Objectives and/or Competencies:

A.   Course Objectives: This course provides hands-on experience with one of several popular Database Management Systems available for personal computers. The course begins with a discussion of the Windows operating environment. Windows file management techniques are reviewed and used. The DBMS (Database Management System) is presented in a problem-solving framework that mirrors actual business applications. Techniques of good database design are integrated throughout the course.

B.   Course Competencies: Upon successful completion of the course, the student will be able to:

   1.   Load the operating system, launch Windows, and use Windows commands and file utilities to:
      a.   Create a folder
      b.   List contents of a folder
      c.   Copy files or folders
      d.   Rename files or folders
      e.   Erase one or more files or folders
   2.   Define and use the terms that reflect the basic concepts and language of database design and management.
   3.   Design database structures based on the data to be stored.
   4.   Perform the following activities:
      a.   Launch the DBMS
      b.   Create and modify database objects
      c.   Maintain a database table by adding, editing, and deleting records

      d.   Create queries to retrieve specific records or parts of records
      e.   Perform comparison and logical operations
      f.   Organize records by sorting and indexing
      g.   Use DBMS statistical commands
      h.   Apply the concepts of report generation and produce reports with one or two levels of subtotals
      i.   Apply the concepts of screen design and create custom screen formats
      j.   Explain and use the DBMS procedures for working with multi-table databases

5. Allocate time to successfully complete lab assignments, prepare for exams and meet attendance requirements of his/her instructor.
6. Take responsibility for all materials required for the class and computer work space.
7. Collaborate during labs to provide and receive hands-on assistance with assignments.
8. Interface with others in classroom from culturally diverse backgrounds.
9. Acquire information from textbooks, from instructor's presentations, from collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the microcomputer.
10. Analyze and evaluate solutions to hands-on lab assignments for completeness and correctness.
11. Utilize microcomputers for hands-on lab assignments.
12. Acquire an understanding of the functions of a Database Management System.
13. Explore and apply the functions of a Database Management System.
14. Acquire information on configurations of systems and hardware and database specifications and how to select technology to apply to a specific task.
15. Perform database functions on a microcomputer system.

Foundation Competencies:
1. Understand written descriptions of the software's features and capabilities; read and interpret written instructions to complete tutorials on the computer; and access on-line help systems for reference materials.
2. Design and create layouts for forms and reports.
3. Use math functions, and define and create calculated fields for queries, reports and forms.
4. Assist each other by describing and explaining features of the software.
5. Receive verbal instructions for operating the computers and completing assignments.
6. Evaluate data, and design database structures to maintain the system's data.
7. Select database tools appropriate to the task, and identify and correct errors
8. Design and create queries to retrieve the information.
9. Act responsibly by completing assignments by due dates.
10. Act responsibly by checking provided solutions to verify the correctness of assignments.

11.   Act accountably for academic integrity.

Course Outline or Schedule:

Tentative Calendar for Introduction to Database Online SP 2021--Any changes, if needed, will be posted on Brightspace in an Announcement and/or communicated via email.
Week 1: Confirmation and Orientation Quiz
Week 2: Windows review/Windows 10 Quiz
Week 3: Mod 1
Week 4: Mod 2
Week 5: Mod 3
Week 6: Mod 4
Week 7: Reinforcement Labs
Week 8: Mid-Term Exam
Week 9: Mod 5
Week 10: Access SQL (not in text)
Week 11: Mod 6
Week 12: Mod 7
Week 13: Mod 8
Week 14: Mod 12
Week 15: Final Reinforcement Lab
Week 16: FINAL

Course Grading Information:
Case Problems/Modules = 35%
Reinforcement Labs = 5%
Discussions = 10%
Mid-Term Exam = 20%
Comprehensive Final Exam = 30%

The final grade for this course is determined by applying the following scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 or below = F (**Grades are not rounded**.)

Exams consist of true/false and multiple choice. Case problems and modules: ten points per error; twenty points per step missing (up to two steps). If more than two steps are missing, the assignment receives no credit. No make ups for assignments or exams without proof of emergency.

Late Work, Attendance, and Make Up Work Policies:
If a student misses the mid-term exam (according to the testing schedule) and has proof of emergency for missing that test date, the make-up test MUST be taken within two days of the original testing period for

that material. It is the student's responsibility to contact the instructor concerning a makeup. If the student misses the mid-term exam for some other reason or misses the make-up time frame, the final exam score will be counted twice. If the student misses the final exam deadline, a zero will be recorded and averaged into the final grade.

Work must be submitted by the dates listed on Assignments. Late work will not be accepted without proof of emergency.

Students will be counted "present" based on turning in work and taking tests on time according to the tentative schedule (Assignments page).   (This constitutes "participation" as mentioned in MCC's (Complete) Current Attendance Policy below.)   One missed due date is the equivalent of 3 hours of class missed.   Absence from 25 percent of due dates will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. If the student's 25 percent absences are reached after the official drop date (last day for student initiated drop), the instructor may assign a W, if the student is passing. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Student Behavioral Expectations or Conduct Policy:
Students are expected to maintain online decorum that includes respect for other students and the instructor via email, discussion board or personal appearance, prompt and regular attendance via meeting due dates/due times, and an attitude that seeks to take full advantage of the education opportunity.

* Click Here for the MCC Academic Integrity Statement
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* Click Here for the MCC Attendance/Absences Policy
(**www.mclennan.edu/highlander-guide/policies**)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.

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ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace
(https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy
(http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college
email. All students, faculty, and staff are encouraged to use their McLennan email addresses
when conducting college business.

A student's McLennan email address is the preferred email address that college employees
should use for official college information or business. Students are expected to read and, if
needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty
should expect and encourage students to check the college email on a regular basis. Faculty
should inform students in the course syllabus if another communication method is to be used
and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be
reflected in the course syllabus and information should be provided for the preferred form of
communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:
You may forward the emails that come to your McLennan address to alternate email addresses;
however, the College will not be held responsible for emails forwarded to an alternate address
that may become lost or placed in junk or spam filters.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable
accommodations to assist with providing equal access to educational opportunities. Students
should contact the Accommodations Coordinator as soon as possible to provide documentation
and make necessary arrangements. Once that process is completed, appropriate verification
will be provided to the student and instructor. Please note that instructors are not required to
provide classroom accommodations to students until appropriate verification has been provided
by the Accommodations Coordinator. Instructors should not provide accommodations unless
approved by the Accommodations Coordinator. For additional information, please visit
mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical,
classroom, or testing accommodations should contact:
> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

* Click Here for more information about Title IX
(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can
successfully teach and learn together. If you or someone you know experiences unwelcomed
behavior, we are here to help. Individuals who would like to report an incident of sexual
misconduct are encouraged to immediately contact the Title IX Coordinator at

titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

*   *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*