

MONTGOMERY COLLEGE
Rockville Campus
CA141 Introduction to Database Applications
Computer Applications Department

Instructor Information

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|---|---|
| Name: Dana Mathews | Office Location: HU320 Tutoring room |
| Mailbox Location: HU016 - see Office Assistant | Office Phone: email me |
| Email: profmathews@comcast.net | Office Hours: Sunday's 9:00 am – 2:00 pm |
| Course Website: www.danamathews.com | Discussion Board for our Class: www.quicktopic.com/41/H/MnxBPVGEYma |

Course Information

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| Semester: Spring 2008 | Course CRN: 33462 |
| Class time: 6:30 – 9:10 pm | Class location: CS018 |
| Class starts: Tuesday, 1/22/2008 | Class ends: Tuesday, 5/06/2008 |
| Final Exam: Tuesday, 5/06/2008 7:15–9:15 pm present project only | Last date for a refund: Monday, 1/28/2008 |
| Last date to drop without a grade or to change from audit to credit or from credit to audit: Monday, 2/11/2008 | Last date to drop a class with a W grade: Tuesday, 4/15/2008 |

Course Description

A practical introduction to the creation, design, and use of databases for practical business applications. The course focuses on the functions of database applications and the design, maintenance, and manipulation of a database, including the design of simple queries, forms and reports. 3 semester hours.

Prerequisites/Corequisites

CA106 Microcomputer Operating Systems, or consent of department.
Assessment levels:EN101/101A, MA100, RD110

Goals and/or Objectives

Upon successful completion of this course, the student should be able to

Development and enhancement of non-technical skills

- Speak and write about the course topics with sufficient proficiency
- Apply critical thinking to a variety of topics in the course

Databases

- Explain what a database is and what it can help you do

Tables

- Use currently existing tables
- Create new tables with the help of a wizard
- Create new tables without using the wizard

- Modify contents of a table-add records, delete records, modify records, use input masks and validation rules, import records
- Work with multiple tables
- Define table relationships

Queries

- Create select queries using one or more tables
- Run queries
- Sort and filter data in query
- Create calculated fields in query
- Use OR, AND, NOT as well as pattern matching in query\

Forms

- Create a form with the help of a wizard
- Create a form without the use of a wizard
- Use a form to work with table data
- Modify forms and controls

Reports (Labels)

- Create a report without the help of a wizard
- Create a report using a wizard
- Modify reports and controls
- Use grouping in a report
- Add images to a report

Web

- Use hyperlink fields

Course Grading: *(Suggested)*

Course Grades: <59=F, 60-69=D, 70-79=C, 80-89=B, 90-100=A

| Graded Work | No. Submitted | Percent Grade |
|---------------|---------------|---------------|
| Attendance | - | 5% |
| Homework | 5 | 30% (6% each) |
| Home Quizzes | 8-10 | 10% (1% each) |
| Midterm | 1 | 25% |
| Final Project | 1 | 30% |

Course Materials

Book:

“New Perspectives on Microsoft Office Access 2007 – Introductory”, by Joseph J. Adamski and Kathleen T. Finnegan, a Thomson Course Technology Book, (ISBN-13: 978-1-4239-0588-2)

Software to be used (located in Computer Labs):

- Microsoft Access 2007 (located in MS Office 2007 Professional) running on MS Windows XP
- May NOT be used - Access 2003 or earlier versions
- Internet Browser
- Internet Access
- Email Address

Supplies:

Portable memory; a USB memory stick (otherwise called a flash or thumb drive). . It comes in many sizes 256 MB, 512MB, 1GB, 2GB and larger. Purchase any size, smaller is cheaper. The memory will be used to store and transport class work and homework. Bring your memory and textbook to each class meeting.

Course Schedule

A current **course schedule** will be provided on the class web site, www.danamathews.com, and it will be handed out the first day of class. (*NOTE: that assignments and due dates are subject to change*).

Homework Instructions:

1. Homework is assigned each week, see the class schedule.
2. Homework is always due the following week before class by 6:00 PM, unless otherwise noted on the class web site.
3. File name format: Hwk#_FirstName.accdb Example: Homework #1 file name shall be **Hwk1_Dana.accdb**
4. Submit via class web site, www.danamathews.com and click on Submit Homework
5. Submit homework before coming to class by 6:00 pm.
6. Early homework will be accepted.
7. The last file will be graded so make sure your work is completely finished.
8. Late assignments are not accepted.

Homework Notes:

- Not all homework will be graded; you will not know which ones.
- It is essential all homework is completed in this class, so a student does not fall behind.
- Please do not email database files, email does not like .accdb or .mdb files.

Home Quizzes:

1. Purpose: Student stays current with the material.
2. Take at home or in computer lab on-line.
3. Open book / open notes.
4. Cannot take with another student.
5. Multiple choice and/or True/False
6. 3-5 questions
7. A quiz is assigned most weeks, check class schedule.
8. Take quiz before next class begins.
9. Locate quiz on www.danamathews.com .
10. No makeup quizzes.

Correspondence:

You are expected to check the class web site and discussion board at least once a week. Each will “Subscribe” the discussion board with a “valid” and an email address “most commonly used”.

I will post the following information:

- When grades and grade sheets will be available in Grade View
- Clarify assignments,
- Answer questions,
- Post class cancellations, if any.

Students may post questions relevant to the entire class, do not email me personally, unless it is personal in nature. I will respond to questions and comments on the discussion board daily, if needed. I highly encourage class members to respond to each other's questions!

Communication with the Instructor:

Any personal issues you wish to discuss with me should be emailed to profmathews@comcast.net. I typically check my messages and discussion board once a day during the weekdays and not on the weekends. If an email is used, please be descriptive in the Subject Line. Please start with the class and then subject matter, CA141 - *your topic*.

I am available weekly in the tutoring lab HU320 on Sundays, see the first page.

Other:

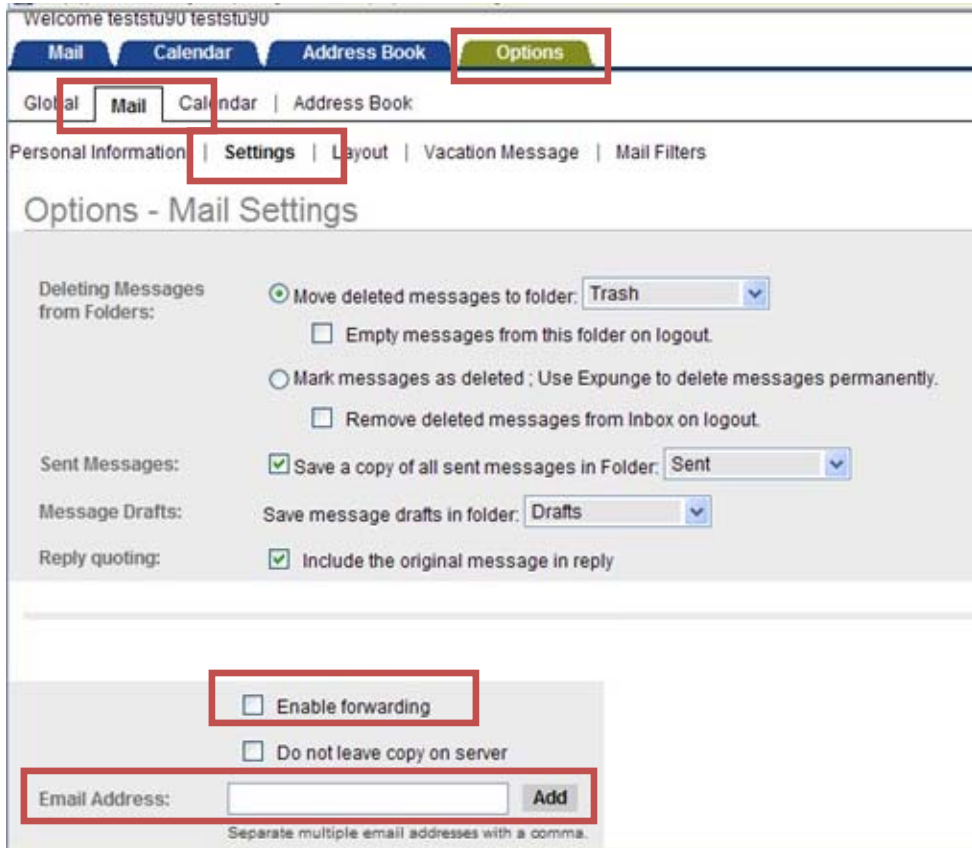
1. Generally you will receive graded homework and test grades at the next class meeting following the date that the assignments and tests are submitted.
2. Class attendance will be taken during the beginning of most classes. It is important that you attend every class. You will be responsible for all work assigned whether you are present or absent.
3. If the student who is registered for an audit is dropped by the instructor, the grade of "W" shall be recorded.

Make-Ups:

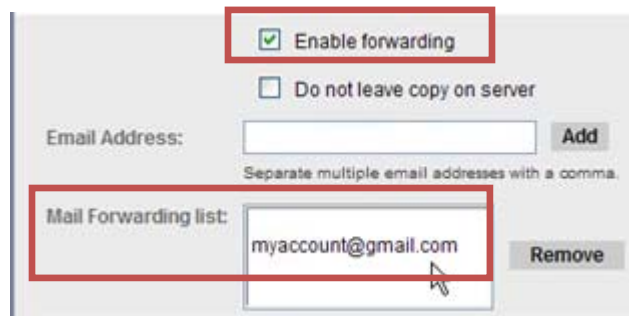
I do not allow make-up exams. If you miss an exam, you will take a comprehensive final and it will count for the missed exam. The only exception to this rule is when a student notifies me at least one week prior to the exam, provides a valid reason with extenuating circumstances, and agrees to take the exam earlier than the scheduled time.

Student Email:

If you do not use the Montgomery College Student Email regularly, please set the "forwarding" to an email account you do use daily. Login, click on Options, then Mail, then Settings. The window below will appear. Click to place a check mark in the "Enable forwarding". Enter your regularly used email address and click on Add. The email address will appear in the Mail Forwarding List. Click Save.



Below displays an example of a forwarded Student Email account. In this case, the email will be forwarded to myaccount@gmail.com, but use your personal email address.



Computer Lab Usage/Privileges:

Computer labs are available for course related work. If you do not have Office 2007 or an Internet connection at home, you may use these labs to complete your work on campus.

| Course Location | Lab Location | Overflow Lab | Office Location/Phone |
|-----------------|-----------------|--------------|-----------------------|
| HU building | H314 | H312 | H307/ 279-5187 |
| CS building | CS25/26 & CS21A | H314 | CS19 / 279-5156 |

Labs are open Monday through Friday 8:30 am - 10:00 pm, Saturday 8:30 am - 4:00 pm, and Sunday 8:30 am - 2:00 pm. Labs open on the first day of the semester and close on the last day of finals and all College holidays. Any

changes in hours will be posted. Rules and guidelines governing the use of labs are published by the Computer Lab Offices. http://www.montgomerycollege.edu/Departments/InTechRV/hours_and_location.html

Beepers and Cell Phones:

Please turn beepers or cell phones off or on vibrate during the class period. If you interrupt the class on more than one occasion, you will be asked to turn it off.

Classroom use of Computers:

Students are expected to pay attention and participate in class. You are not to check e-mail or surf the Internet during class. Students who use their classroom computer for work not approved or pertaining to the current lesson will be asked to stop what they are doing and pay attention.

Printing:

Printing is not allowed during class. You may print before and after class.

Class Cancellation:

In the event class must be cancelled, I will do my best to notify you via email, the discussion board, and a note should be posted on the classroom. If I am unable to attend class, there could be a substitute. As always, check our class web site www.danamathews.com for the current class schedule so you may continue your work and meet due dates on the schedule. So if a class is cancelled, you will know what you should be working on for the next class.

Tardiness: Class begins promptly at the scheduled time. Students are expected to be ON TIME.

MC Policies

Lack of Prerequisites:

A student who attempts this course without having the required assessment levels or passing prerequisite(s), does so at his/her own risk of failing the course.

Academic Regulation 9.65C states:

In the event that students succeed in enrolling in a course for which they lack the prerequisites(s) as designated in the College catalog, the instructor, after consultation with the students, may drop the students from the course, immediately notifying the Admissions and Records Office of the decision in writing; this action to be taken before the published date, which is based on the principle of completion of 12 percent of the duration of the course (2 weeks in a 15-week semester or its equivalent).

A student must accept responsibility for his/her decision to remain in a class against the advice of the instructor. All students in a course are responsible for completing the course requirements, and faculty members are responsible for assigning grades that reflect student accomplishments with respect to the standards set for the course.

Student Attendance: Academic Regulation 9.823 states:

Students are expected to attend all class sessions.

“Excessive absence” is defined as one more absence than the number of classes per week during a fall or spring semester (with the number of absences to be prorated for accelerated sessions).

In cases involving excessive absences from class, **the instructor may drop the student from the class** (resulting in a grade determined in accordance with regulation 9.645). If excessive absence from the course takes place after the deadline to drop a course, the instructor may record a grade of “F.” **The Instructor can drop you from the course if you have two (2) or more absences.**

If the student who is registered for audit is dropped by the instructor, the grade of “W” shall be recorded.

It is important that you attend every class. You will be responsible for all work assigned whether you are present or absent.

Tardiness:

Class begins promptly at the scheduled time. **Students are expected to be ON TIME.** Homework will not be accepted if you try to email it in class. If you are late, and/or leave early, you may be marked absent. Attendance will usually be taken within the first five minutes of each class session.

You will be responsible for all class/lecture material if you are absent. In the case of absence, it is the student’s responsibility to get the correct class material/work assignments from a classmate.

Missed Tests and Quizzes: Tests are announced far in advance. As a rule: NO MAKEUPS without a doctor’s excuse. If the final exam is not taken, the student will receive a grade of F for the course.

Policy on Academic Integrity: Cheating, plagiarism and/or other forms of academic dishonesty will not be tolerated. Refer to the Student Code of Conduct.

Each student, as an active participant in the Montgomery College community, is responsible for performing academic work that holds to the highest standards of honesty. Acts of cheating, fabrication, plagiarism, and helping others to commit such acts are all forms of academic dishonesty. Acts of academic dishonesty could result in a disciplinary action, that may include, but is not limited to suspension or dismissal. Consult the Student Code of Conduct for further information.

*The Montgomery College Student Code of Conduct permits an instructor to assign either an “F” on an assignment or an “F” in the course for academic dishonesty.

Policy on Academic Integrity: Side Note

If someone is caught cheating on homework or on a test a zero on that work will be given to both persons; the cheater and the person that was cheated off of. The instructor can drop you both from the course all together. It will be determined what action will be taken based on the specific incident.

Each student is expected to do their own homework, projects, and tests. There is a difference between working with a classmate and using the classmates’ homework. Help each other, but hand in your own work.

Student Conduct: Students are expected to abide by the Student Code of Conduct.

In order for learning to occur, it is necessary that the classroom environment be one of mutual respect. If a student behaves in such a way that 1) demonstrates a lack of respect, 2) interferes with the educational process or 3) violates the Student Code of Conduct, instructors are responsible for advising the student of the inappropriate behavior and granting her/him an opportunity to correct it. A student who fails to correct this behavior will be asked to leave the class and will be subject to disciplinary action, as outlined in the Montgomery College Student Code of Conduct.

For a complete statement of Academic Regulations and Student Code of Conduct visit:
http://www.montgomerycollege.edu/departments/academicvp/Student_PandP.htm

Audit Policy: Academic Regulation 9.613 states:

Students wishing to register for audit at the beginning of the semester or who wish to change from credit must do so prior to completion of 20 percent of the duration of the course.

The grade of "AU" carries no credit.

Students initially registering for audit are not required to get an instructor's signature. Students wishing to change from credit to audit must obtain written approval from the instructor. (See AR 9.614 for students wishing to change from audit to credit.) All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status and are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or not participate may result in the grade of "W" being awarded. This action may be taken by the instructor by changing the "AU" to "W" on the final grade sheet.

Change from Audit to Credit 9.614 states:

A student registered for Audit (AU) may change to credit before the completion of 20 percent of the duration of the course provided the student has written approval of the instructor.

Statement on Disabilities: All classes offered at Montgomery College must meet the requirements of the Americans with Disabilities Act of 1990. Disability Support Services encourages the following announcement at the start of each semester:

"Any student, who may need an accommodation due to a disability, must provide a letter from Disability Support Services authorizing the accommodations. Any student who may need assistance in the event of an emergency evacuation must notify the Disability Support Services office. <http://www.montgomerycollege.edu/Departments/dispsvc/>

Students with mobility disabilities depend on the elevators to get to class. Please use the stairs if you are able to do so.

Computer Labs

There are labs available for student use--to complete homework assignments, or for extra practice. The software used in this class has been installed in the Computer Labs. For more information about the computer labs, visit their Website at: <http://www.mc.cc.md.us/Departments/InTechRV/>

Assessment Center

Occasionally it is necessary for a student to take a test in the Assessment Center. The Assessment Center requires an appointment for all computer tests. To make an appointment, call the Rockville Assessment Center (301) 251-7459. The Assessment Center is located on the ground floor of Campus Center. Picture identification is required.

Weather Alert

Occasionally it becomes necessary to delay the opening of school, send students home early, or close the College entirely because of bad weather. Area radio stations broadcast information about school closings or delayed openings beginning around 6 a.m. If Montgomery College plans to close early, radio and TV stations will broadcast that message. The stations will not broadcast "open as scheduled."

The Montgomery College Website should also have announcements posted. <http://www.montgomerycollege.edu>

Emergency Management Procedures

In the event of emergency situations involving Montgomery College directly -- or of an emergency at the local, regional or national level which could impact the college community -- Montgomery College's safety and security personnel and other College officials utilize in-house emergency response plans and coordinate their response activities with local, county, state and federal authorities, as appropriate. The College works directly in conjunction with Montgomery County's Emergency Operations Center, in the event of any local activation of the center.

Detailed emergency response plans are in place for each of Montgomery College's three primary campuses at Germantown, Rockville and Takoma Park, as well as for off-site facilities, including its Workforce Development and Continuing Education centers at Gaithersburg and Wheaton.

The College has published a [Quick Reference Guide](#), with basic information on these emergency procedures. It includes an explanation of the communication alert codes utilized by the college, key phone numbers, tips on what to do in the event of various types of emergencies, and specific evacuation plans for individual college facilities. Members of the college community are urged to familiarize themselves with this information and to keep a copy of the guide handy.

For more information about emergency procedures, visit the College Website at:
<http://www.montgomerycollege.edu/news/emergency/>

[Montgomery College Alert](http://alert.montgomerycountymd.gov/) - <http://alert.montgomerycountymd.gov/>

NEW! Montgomery College ALERT Service! -- Please sign-up

To receive text message or e-mail alerts in the event of an emergency situation at Montgomery College, sign up for the Montgomery College ALERT service via the Montgomery County government Web site. To register, click on the above link, and then select "**New User**" in the left-hand column of the site. Enter your name, e-mail address and cell

phone number online. Select the Montgomery College ALERT option. Please note that while signing up for Montgomery College ALERT is free of charge, your wireless carrier may charge you a fee to receive text messages.

Additional Resources

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| Admission and Records | http://www.montgomerycollege.edu/admissions/ |
| Student Life | http://www.montgomerycollege.edu/Departments/stdactrv/ |
| Advising | www.montgomerycollege.edu/Departments/adviserv/Index.htm/ |
| Counseling Department | http://www.montgomerycollege.edu/Departments/studevrv/ |
| Library | http://www.montgomerycollege.edu/library/ |
| CA Department | http://www.montgomerycollege.edu/CA/ |
| School Calendar | http://www.montgomerycollege.edu/dates/spring 2006.html |