COURSE SYLLABUS
Fall 2017

School of ALLIED Health, Business, and STEM	CSA 140 – CRN 3177	Database Applications (Access)
_____	_____	_____
Department	Course No.	Course Title

3	1.5	1.5
_____	_____	_____
Credit Hrs.	# Lecture hrs/week	# Lab hrs/week

Prepared by	**Landi Hou**	**08/22/2017**
	_____	_____
	Faculty Member	Date

Course prerequisites: Eligible for either ENG* 101E or ENG*101
_____

Course Location (building/room number): **Online**

_____

Office Location : Wheaton Hall room 313

Officer Hours:
M: 8:30- 7:00 Pm
Tu & Th 8:30- 5:00 Pm
W: 8:30 -6:00 Pm

Office Telephone: (860) 343-5771

Email: Email on Blackboard   or   lhou@mxcc.edu

Course Description:
CSA 140 Database Applications (Access) provides an introduction to database software. Students will learn to create and manipulate databases using leading database packages currently popular in business and industry. Students will get an overview of the range of available database management systems and an understanding of fundamental theory. Hands-on work will be emphasized.

Scope of course:
CSA 140 Database Applications (Access) is an introduction to database software. Students will learn how to design, create, and manipulate databases using Microsoft Access. Topics will include table design, forms, queries, and reports. Students will also learn the fundamentals of defining table relationships and explore the features of a relational database management system. Upon completion of this course students will be able to successfully create, use and maintain databases in the work environment.

Program/Discipline Learning Outcomes Contained in Course:
The goal of the School of ALLIED Health, Business, and STEM is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Awareness and respect for other perspectives

- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline:

CSA140 – Database Applications gives students hands on training in the very popular Microsoft Office Access relational database management system. This course serves students in several programs within the Business Division. For Business Office Technology students it offers an in depth knowledge of a RDBMS that is often used in companies large and small. Information Systems majors use this course as a foundational course for the more advanced Database Design course. Business Administration students gain a broader perspective of the application of technology in the business context. The ability to create, load, and manipulate a database can serve both professional and personal data management needs. It positions our students with marketable technical skills.

Learning Outcomes:

The goal of CSA140 is to provide each student with a basic level of database proficiency. The following list describes the learning outcomes that support this overall goal:

- Understand and be able to define the terms used in the database environment.
- Identify the components of the Access and Database windows.
- Create, load, modify, and save a table
- Create, run, update, print, and perform calculations in a query.
- Build forms and subforms using the wizard and design view facilities.
- Design and customize reports
- Establish and modify relationships between tables
- Create macros and switchboards

Textbooks and other required readings/computer software/materials/library reserve room:

Textbook:	New Perspectives on Microsoft Access 2016 Comprehensive + MindTap Assessment Shellman/Vodnik Cengage Learning
Software:	Microsoft Access 2016 Or Microsoft Office 365

Attendance Policy:

Students are expected to participate in on online course through assignments, projects, exams, and chat sessions. An online course allows the student to establish a flexible schedule to do work. Chat sessions will be scheduled to facilitate group discussion during the semester. When chat sessions are scheduled, students are encouraged to participate.

Course work grades are cumulative over the semester

Subject		Points	Total Points	Weight %
Homework	**Module Projects**	**25 each**	**200**	**40**
Projects	**MindTap Projects**	**25 each**	**100**	**20**
	Final Project	**80**	**80**	**16**
Test	**Midterm Test**	**100**	**100**	**20**
Discussions	**1 & 2**	**10 each**	**20**	**4**

		Total	500	100%

In determining final grades, the following percentages will be used:

A	95-100	A-	90 - 94		
B+	87 - 89	B	83 – 86	B-	80 - 82
C+	77 – 79	C	73 – 76	C-	70 – 72
D+	65 - 69	D	60 – 64	F	Less than 60

*Note: There is no make-up test. Any urgent matters (including Blackboard Technical Problems) should be brought to instructor's attention <u>immediately</u>. Missed test without an excused absence will automatically be given a grade zero.

All assignments **need to be submitted on time.** Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

ADDITIONAL SYLLABUS INFORMATION

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific objectives with the chapter. Students are expected to read the assigned chapters and do the assignments listed. The assessment measures of quizzes, exams and computer assignments are listed below.

Week	Material	Topic	Project and other Assignments
1 (8/29-9/03)	Tutorials on the Blackboard & Cengage Learning MindTap Website	Introduction and Overview Orientation to the Blackboard & Cengage Learning MindTap Website	Discussion Board: Self-Introduction Complete the Cengage Learning Registration
2 (9/04-9/10)	Module 1	Creating a Database	Module 1 Project MindTap Training
3 (9/11-9/17)	Module 2	Building a Database and Defining Table Relationships	Module 2 Project MindTap Training
4 (9/18- 9/24)	Module 3	Maintaining and Querying a Database	Module 3 Project MindTap Training
5 (9/25- 10/01)	Module 3 (continued)	Maintaining and Querying a Database	MindTap Project 1
6 (10/02-10/08)	Module 4	Creating Forms and Reports	Module 4 Project MindTap Training

Week	Module	Topic	Assignment
7 (10/9- 10/15)	Module 5	Creating Advanced Queries and Enhancing Table Design	Module 5 Project MindTap Training
8 (10/16-10/22)	Module 5 (Continued)	Creating Advanced Queries and Enhancing Table Design	MindTap Project 2
9 (10/23-10/29)		Midterm Review Midterm Test	Midterm Test
10 (10/30 -11/05)	Module 6	Using Form Tools and Creating Custom Forms	Module 6 Project MindTap Training
11 (11/06-11/12)	Module 6 (continued)	Using Form Tools and Creating Custom Forms	MindTap Project 3
12 (11/13 - 11/19)	Module 7	Creating Custom Reports	Module 7 Project MindTap Training
13 (11/20 – 11/26)	Module 8	Sharing, Integrating, and Analyzing Data	Module 8 project
14 (11/27 – 12/03)	Module 9	Using Action Queries and Advanced Table Relationships	Module 9 Final Project assigned
15 (12/04- 12/10)	Module 10	Automating Tasks with Macros	Final Project
16 (12/11 - 12/17)		Final Project Week	Final Project due on 12/19

Course schedule and assignments may be subject to change

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA
  Coordinator amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- Secondary Title IX Coordinator Ms. Queen Fordham

Coordinator of the Meriden Center Welcome Desk qfordham@mxcc.edu; 203-608-3011