

COURSE SYLLABUS
Middlesex Community College

Course Information

Semester	Fall 2019
Number	CSA140
Title	Database Applications
CRN	3554
Credit Hours	3
Prerequisites	None
Deliver Format	On-Line

Instructor Information

Name	Prof. Whitham
Division	Allied Health, Business & STEM
Office Location	N/A
E-Mail	gwhitham@ccc.commnet.edu
Office Phone	(860) 343 – 5755 (emergency only- on campus business office)

Required Textbook/Access Code

Shellman/Vodnik : New Perspectives on Microsoft® Office 365 & Access 2019, Comprehensive
- ***Book and Required MindTap Access code.***

IMPORTANT: Do not use the code you purchase before viewing the specific instructions provided in class to register through our blackboard course shell.

You may purchase these materials in a number of ways based on your needs. PLEASE CONTACT THE BOOKSTORE and CENGAGE site for pricing and details as the content herein may be subject to change as is for estimation only. I recommend you have a hard copy to make it much easier to follow the instructions and complete the assignments.

#1. TEXTBOOK & MINDTAP CODE

You may choose to get the printed loose-leaf book the required MindTap access code for the semester **without** getting Cengage Unlimited.

#2. CENGAGE UNLIMITED:

Cengage Unlimited is a subscription that gives you access to **all** your Cengage access codes and **online** textbooks for **\$119.99 per term, \$179.99 per year, or \$239.99 for two years**. No matter how many Cengage products you use, they are included in Cengage Unlimited at no additional cost.

If you get **Cengage Unlimited**, *you will have access to the book in an online format as well as MindTap resources.*

Want print too?

Rent: If you prefer print, **Cengage Unlimited** still gives you the option to **rent** printed text for **\$7.99 through Cengage once you register for this course in class using Cengage**

unlimited. Purchase: If you decide to purchase the text while under **Cengage Unlimited**, then it will be sold at a discounted price through Cengage (about \$46). See bookstore for bundle packages available. To learn more about Cengage Unlimited, please visit <https://www.cengage.com/student-training/mindtap/>

Software:

Microsoft **OFFICE 365 PRO PLUS** is available for students **FREE of charge**.

For PC users: The Office 365 software includes the Office 2019 Suite for PCs– Word, Excel, PowerPoint, Access

For Mac users: The Office 365 software includes the Office 2016 Suite for Macs – Word, Excel, PowerPoint. (Macs do not have the Access software). ***If you are a Mac user, you WILL need to use a PC to complete the required course projects and assignments in Access.***

Accessing Office 365 PRO PLUS: See blackboard/call tech support or technology center for assistance from home. Students needing help with accessing Office 365 software may come to the Technology Center located in Snow Hall Room 512 for assistance.

Course Description:

CSA 140 Database Applications (Access) provides an introduction to database software. Students will learn database management system concepts common to 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. Applied DBMS functions such as Data Warehousing and Data Mining will also be presented. 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. SQL (Structured Query Language) will also be introduced.

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 including business, Information Systems, Vet Tech and HIM. It offers an in-depth knowledge of a RDBMS that is often used in companies large and small and is a foundational course for the more advanced Database Design course. 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 DBMS application.
- ◆ Create, load, modify, and save a table.
- ◆ Establish and modify relationships between tables to enforce relational integrity.
- ◆ Create, run, update, and print simple and complex queries.
- ◆ Build forms and subforms using the wizard and design view facilities.
- ◆ Design and customize reports.
- ◆ Be introduced to SQL (Structured Query Language).
- ◆ Create macros, be familiar with VBA code.

General Education Competencies:

- **Written Communication in English (E)**
 - 4. Apply Language Conventions
 - Use diction, tone, and level of formality appropriate to audience, purpose, and situation.
 - Apply the conventions of Standard English grammar, spelling, and mechanics.
 - 5. Formulate Effective Writing Strategies
 - Develop flexible strategies for generating, revising, editing, and proofreading their writing.
 - Reflect on and explain the effectiveness of their writing choices regarding the audience, purpose, and situation.
- **Quantitative Reasoning (D)**
 - 1. Represent mathematical and quantitative information symbolically, graphically, numerically, and verbally.
 - 2. Apply quantitative methods to investigate routine and novel problems. This includes calculations/procedures, mathematical and/or statistical modeling, prediction, and evaluation.
 - 3. Interpret mathematical and quantitative information and draw logical inferences from representations such as formulas, equations, graphs, tables, and schematics.

- 4. Evaluate the results obtained from quantitative methods for accuracy and/or reasonableness.
- **Scientific Reasoning (E)**
 - 2. Apply scientific methods to investigate real-world phenomena, and routine and novel problems. This includes data acquisition and evaluation, and prediction.
 - 3. Represent scientific data symbolically, graphically, numerically, and verbally.
 - 4. Interpret scientific information and draw logical references from representations such as formulas, equations, graphs, tables, and schematics.
- **Critical Analysis and Logical Thinking (D)**
 - 1. Identifying arguments: Identify issues, evidence and reasoning processes; distinguish facts from opinion; recognize various types of arguments
 - 2. Formulating arguments: Formulates good arguments, including a significant focus on inductive reasoning.
 - 3. Analysis: Break subject matter into components and identify their interrelations to ascertain the defining features of the work and their contributions to the whole.
 - 4. Evaluation: Identify assumptions, assessing the quality and reliability of sources of evidence, and demonstrating knowledge of the criteria for evaluating the success of each kind of inference.
 - 5. Synthesis: Draw together disparate claims into a coherent whole in order to arrive at well-reasoned and well-supported inferences that can be justified as a conclusion.
- **Continuing Learning/Information Literacy (E)**
 - 1. Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.
 - 2. Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).

(D) Designated (E) Embedded

Course Requirements/Grading

A	Discussions	20% (+10 bonus points)
B	MindTap Projects, Training, and MindTap Chapter Exams	45%
C	Blackboard Quizzes and Final Exam and Mindtap Final Exam	25%
D	Non-mindtap Homework/projects	10%
Total		100%

Letter Grade :

Grading Equivalency Template:

This system is based on a table published by the [College Board](#), and is commonly employed at colleges and universities throughout the United States.

Letter Grade	Percent Grade	4.0 Scale
A	93.0 - 100.0	4.0
A-	90.0 - 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0

B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Less than 60.0	0.0

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

Each unit will cover specific topics from the textbook as well as a software product. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, projects, homework assignments, discussions and test scores will be used to calculate the student's overall grade based on the % listed.

Electronic Communications:

- I will remove posts that I determine to be inappropriate or unprofessional.
- Post all questions regarding course readings, assignments, or assessments to the Discussion Board.
- Please use email (course messages) *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.
- The writing style of discussion boards should be formal and business-appropriate, including citation of sources. You may use your preferred citation style.

A – Discussions

1. Post your message to each discussion on Blackboard. For some discussions, you are expected to respond to other students' postings. The responses to other students' postings should add to the substance of the posting, request clarification, provide a different perspective, or challenge the assertions made by providing real or hypothetical scenarios that the original posting does not adequately address. The purpose of class discussions is to promote applied understanding and provide clarity, therefore asking clarifying questions is valuable. At the same time, it is also good practice to provide supportive comments. Do not be excessively wordy- try to be succinct and clear and keep discussions readable.
2. Ask all course-related non-urgent questions in the Questions & Answers Discussion. This will not only give other students a chance to answer, but also save them from asking similar questions. At the end of the semester, up to 10 bonus points will be given to those who actively and frequently post their answers to the questions. The bonus points that you earn will be determined by the number of answers you post and the quality of the answers. Please note that this discussion is for information exchange among students for class related questions. If you have personal or unresolved class related questions or have an issue for the instructor send me a message in Blackboard *and email me if it is urgent*. ONLY use the messages for personal correspondence and email for emergencies.

B – MindTap/SAM Projects Training and Chapter Exams

MindTap is a platform of tools and resources used for the course provided by Cengage Learning. SAM (Skills Assessment Manager) is a proficiency-based assessment and training environment within MindTap for Microsoft Office. Your MindTap access code will enable you to use all the MindTap

resources for the course and complete the graded and practice assignments. Instructions will be provided for using this interface in the course materials. Many of the assignments will be completed in this interface, some graded, some practice, some supplemental as specified in the weekly assignments. They are a SUBSTANTIAL portion of your grade so be sure to start early and complete on time.

C – Quizzes/Tests/Exams

Blackboard quizzes will be available the week they are assigned and will be open book. They may be taken once unless otherwise specified in the particular item. They must be completed independently and submitted through Blackboard by the due date. Specifics will be noted in the weekly assignments the week they are assigned. Included in this category also are the cumulative open-book final blackboard exam and cumulative MindTap final exam to be completed during finals week.

D – Non-mindtap assignments

Reserved for any additional assignments that fall outside of the cengage platform. If we have none this 10% will be ported over to the mindtap assignments.

Missed/Late Submission for Weekly Assignments

Start (and submit) your weekly assignments as early as possible during each week so that you can address unexpected situations including technical difficulties with your computer, software, internet, or unexpected health or transportation issues and to avoid last-minute questions that may not receive immediate responses or unanticipated disruptions. Also have a contingency plan of where/when you can submit your work if you have issues at home. This is often hard to do late Sunday evening, so plan on finishing early if possible. Please be aware that the deadlines for assignments are strictly followed. **Unless otherwise approved by the instructor, missed/late submissions will not receive credit.** With the exception of an initial post to a discussion (due by Wednesday 11:59 pm) or unless otherwise specified, all assignments are due at **11:59 pm on Sunday the week they are assigned.** I recommend you log in Sunday and review the weekly assignments so you can plan your week and get the work done early.

One on One with Tutor

If you need one-on-one tutoring or hands-on assistance, we have a tutor on staff at the Middletown campus. Please contact Ms. Landi Hou. There are three ways to contact her:

- Stop by her office. (Wheaton 313) or Computer Lab (Wheaton 305)
- Give her a call at (860) 343-5771
- Send her an email to LHou@mxcc.edu

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 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. Anastasia Pych

Human Resources Director

apych@mxcc

Course Schedule/Assignment Availability

This syllabus/course schedule is tentative and the instructor may make changes during the semester. All assignments and updates will be found in the Blackboard Weekly Assignments, which will take precedence. Blackboard weekly assignments will be made available the week they are due.

Unless otherwise specified, all assignments are due at 11:59 pm on Sunday the week they are assigned.

Weeks (Dates)	Topics (Textbook Chapters)	Assignments/Activities Additional specifics detailed in Blackboard course)
Week 1 (9/22-9/29)	Introduction; Creating a Database (Module1)	<ul style="list-style-type: none"> • Review Syllabus & FAQs • Obtain and set up required course materials (texts and access codes, computer software) • Register into MindTap • Complete first graded discussion • Download Textbook Files and complete first text module • Complete chapter reading • Complete first mindtap training and project assignments
Week 2 (9/29-10/6)	Building a Database and Defining Table relationships (Module2)	Complete readings, training and project assignments
Week 3 (10/6-10/13)	Maintaining and Querying a database (Module 3)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 4 (10/13-10/20)	Creating Forms and Reports (Module 4)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 5 (10/20-10/27)	Advanced Queries and Table Design (Module5)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 6 (10/27-11/3)	Form tools and custom forms (Module6)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 7 (11/3-11/10)	Creating Custom Reports (Module7)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 8 (11/10-11/17)	Sharing, Integrating and Analyzing data (Module8)	<ul style="list-style-type: none"> • Complete readings, training and project assignments
Week 9 (11/17-11/24)	Action Queries and Advanced Table Relationships (Module9)	<ul style="list-style-type: none"> • Complete readings, training and project assignments

Week 10 (11/24-12/1)	Automating Tasks with Macros (Module10)	<ul style="list-style-type: none"> • Complete readings, training and project assignments • ** assignments from week 9 will also be due end of week 10 due to Thanksgiving break
Week 11 (12/1-12/8)	Using and writing VBA code, Securing a Database	<ul style="list-style-type: none"> • Complete readings, training and project assignments • Wrap up projects and assignments
12/5-12/14*	FINAL EXAM WEEK	Wrap up projects and assignments, BB Exam, MindTap Exam

*Final Exams must be completed by end of day SATURDAY during final exam week