

**COURSE: BUSO 1310 Introduction to Database**

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total): 3/0/3**

**CONTACT HOUR (Lecture/Lab/Total): 45/0/45**

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** This course covers basic methods for creating a database, adding, changing and deleting information in a database, query processing and optimization, and printing data in the form of reports.

**PREREQUISITES:** CPTR 1002 or Its Equivalent

## LEARNING OUTCOMES:

## Design a database to satisfy a collection of requirements;

1. Describe the features of the Access window.
2. Create a database.
3. Create tables in Datasheet and Design views and add records to a table.
4. Open and close a database.
5. Print the contents of a table.
6. Create and use a query and a form.
7. Create and print custom reports.
8. Create queries using Design view; include fields in the design grid.
9. Use text and numeric data in criteria.
10. Save a query and use the saved query, create and use parameter queries, use compound criteria in queries, and sort data in queries.
11. Join tables in queries.
12. Create a report and a form from a query; export data from a query to another application.
13. Perform calculations and calculate statistics in queries.
14. Add, change, delete, filter, and search for records.
15. Update a table design using action queries.
16. Use delete queries to delete records.
17. Specify validation rules, default values, and formats.
18. Create and use single-valued and multivalued lookup fields.
19. Add new fields to an existing report and format a datasheet.
20. Specify referential integrity.
21. Use a subdatasheet and sort records.
22. Create reports and forms using wizards.
23. Group and sort in a report; add totals and subtotals to a report.
24. Print reports and forms.
25. Apply themes.
26. Add Yes/No, Date/Time, Memo, OLE Object and Attachment fields.
27. Use the Input Mask Wizard.
28. Create queries for reports; create reports in Design view.
29. Add fields and text boxes to a report.
30. Format report controls, group and ungroup report controls.
31. Create SQL queries.
32. Include simple and compound criteria in SQL queries; use computed fields and built-in functions in SQL queries and sort the results.
33. Use aggregate functions in SQL queries and group the results in SQL queries.
34. Join tables in SQL queries; use subqueries; and compare SQL queries with Access-generated SQL.

**ASSESSMENT MEASURES:**

1. Tests/Exams
2. Chapter Assignments

## TEXTBOOK/S:

Microsoft Access 2013 Comprehensive, Shelly Cashman Series

ISBN: 978-1-285-16896-8

**SUPPLIES AND EQUIPMENT:**

* Flash drive
* Student data files provided by your instructor

NOTE: Student must have access to a computer and Microsoft Office to complete requirements for this course.

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

## GRADING REQUIREMENTS:

## Tests/Exams 70%

## Chapter Assignments 30%

**GRADING SCALE:**

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% below

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)