**ITSW 2337 (4:3:2)**

**Advanced Database**

**Computer Information Systems Department**

**Technical Education Division**

**South Plains College**

**Levelland**

**Charlene Perez**

**Fall 2017**

**COURSE SYLLABUS**

**COURSE TITLE:** ITSW2334: Advanced Database

**INSTRUCTOR:** Charlene Perez

**OFFICE LOCATION** Technology Center Room 209 Levelland

**PHONE:** (806) 894-9611 ext. 2253 or (806) 716-2253

**Text:** 1-(507) 697-1051

**E-mail:** cperez@southplainscollege.edu

**Web Site:** https://southplainscollege.blackboard.com

**OFFICE HOURS:** Posted (check my office door and Blackboard)

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**Course Competencies:**

Upon successful completion of this course, the student will be proficient in:

* Tables and Forms
* Information from the Database: Reports and Queries
* Relational Databases, Pivot Charts, and the Switchboard
* One-to-many Relationships: Subforms and Multiple-table Queries
* Many-to-many Relationships
* Macros and a Multilevel Switchboard
* Creating More Powerful Applications: Introduction to VBA
* Design and Implementation

**Required Materials:**

**Textbook:**

*Exploring Microsoft Access 2016* by Poatsy, Cameron, Williams, Pearson Education Inc., Copyright 2017.

ISBN-13: 978-0-447945-3.

MyITLab with Pearson eText- Access Code- for Exploring with Office 2016 1/E, Prentice Hall Publishing, New Jersey 07458.

*Included in SPC bookstore book bundle*

*Can be purchased through Blackboard course from Person.*

**Storage:**

Flash Drive or on-line storage

**Grading Policy:** Two to Three major exams will be given and one major project will be assigned. The course grade will be computed as follows:

|  |  |
| --- | --- |
| 3 to 4 Major exam average: | 30% |
| Class work / Labs / Assignments | 40% |
| Daily Quiz | 10% |
| Major Project or Certification | 20% |

**Attendance Policy:** Regular attendance is very important in this course. A student will be dropped from class after four (4) absences, or if the instructor feels that the objectives of the class cannot be met because of excessive absence from class. Students who exceed the maximum number of absences after the last drop date will receive a grade of “F”.

**Student Conduct:**

* Food and Drinks are not allowed in the computer class rooms or Open Lab. You will be asked to store them or throw them away.
* Cell phones and any other electronic devices are to be turned off or on silent during class time. If you have a legitimate need that requires that you receive a phone call during class contact the instructor before class begins.
* Your very best manners are always expected and appreciated before, during and after class. Please don’t disturb your fellow classmates.
* Working together is permitted provided you are doing your own work. If you are touching someone else’s keyboard or mouse or using someone else’s storage device that is too much help.
* Do NOT share storage devices with anyone!! EVER!!
* Cheating is not tolerated at any time. First offense will result in a zero for all parties involved and a second offense will result in being dropped with an “F” from this course.
* Additional student conduct expectations are outlined in the South Plains General Catalog and the South Plains College Student Guide. Both are available on the SPC web site.

**Assignment Policy:** Assigned chapters are to be read prior to coming to class. Lab assignments will be given throughout the class and they will be worked on during class and during open lab times. Late assignments will be accepted at the discretion of the instructor. Exam dates: To be announced. If a student misses an exam, it is the student’s responsibility to contact the instructor as soon as possible. It will be at the discretion of the instructor whether or not to allow a makeup exam.

**Make-up Exam Policy:**

Make-up exams may be given in cases of an unavoidable absence. If you have an unavoidable absence you MUST notify me prior to missing the exam or prior to your next class meeting. There would be very, very few instances where you could not notify me of an absence because the college provides a 24/7 voice mail system and email and you have my number for texting. All make-up exams will be given only on Fridays between 8:00 a.m. and 11:00 a.m. following the missed exam and will not include any curve given on the original exam date. An altogether different test will probably be used for the make-up exam. You are responsible for making arrangements to take the test.

**Cheating and Plagiarism:**

Cheating violations include, but are not limited to: (1) obtaining an examination by stealing or collusion, (2) discovering the content of an examination before it is given, (3) using an unauthorized source of information during an examination, (4) entering an office or building to obtain unfair advantage, (5) taking an examination for another, or (6) altering grade records.

Plagiarism is the using, stating, offering, or reporting as one’s own an idea, expression, or production another person without proper credit as to its origin. Except in extreme cases, disciplinary action in these cases will be handled by and at the discretion of the instructor and if necessary in consultation with the departmental chairperson. (Student Guide page 11)

**Academic Integrity:**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the South Plains College General catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in the college catalog page 23).

**Labs:** Students may do assignments at the SPC computer lab or at home/work if you have the exact software programs and exact version of the software as used at SPC.

**Arranged labs:** An arranged lab of two (2) hours per week is considered a requirement of this class. The student is responsible for completing class and homework assignments as assigned by the instructor.

**Open computer lab:** The Open Computer Lab is located in Technology Center and is available to all students, with priority given to those students enrolled in computer classes.

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| --- |
| The hours of operation are: |
| Monday-Thursday 8:00 a.m. – 8:30 p.m. Friday 8:00 a.m. – 4:00 p.m. |
| Lab assistants are available to help you. |

**Equal Opportunity:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Electronic Assignments:** This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of the class. Topics assigned by the instructor will be relevant to the objectives of the course.

**Disclaimer:** This is to notify you that the materials you may be accessing in the chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for date, information or opinions expressed in these forums.

**COURSE OUTLINE**

Time line is an estimate and subject to change.

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic** | **Reference** |
| Week 1 | * Class introduction
* Chapter 1: Introduction to Access
 |  68 - 137 |
| Week 2 | * Chapter 2: Table and Queries in Relational Databases
 |  138 - 214 |
| Week 3 | * Chapter 3: Using Queries to Make Decisions
 |  216 - 266 |
| Week 4 | * Chapter 4: Creating and Using Professional Forms and Reports
 |  268 - 328 |
| Week 5 | * First Exam Review
* First Exam
 |  |
| Week 6 | * Chapter 5: Data Validation and Data Analysis
 |  330 - 388 |
| Week 7 | * Chapter 6: Action and Specialized Queries
 |  390 - 442 |
| Week 8 | * Chapter 7: Advanced Forms and Reports
 |  444 - 495 |
| Week 9 | * Second Exam Review
* Second Exam
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| Week 10 |  |  |
| Week 11 | * Chapter 8 Get Connected
 |  496 - 576 |
| Week 12 | * Chapter 9: Fine-Tuning the Database
 |  578 - 631 |
| Week 13 | * Chapter 10: Using Macros and SQL in Access
 |  632 - 690 |
| Week 14 | * Third Exam Review
* Third Exam
 |  |
| Weeks 15 |  Final Exam |  |