

**Kirkwood Community College Course Syllabus**  
**Comprehensive Databases**  
**BCA-167**  
**Spring 2016**

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| <b>Instructor</b>             | <i>Samantha Hench</i>   |
| <b>Instructor Information</b> | <p><b>Office location:</b> 233 Nielsen Hall</p> <p><b>Office Hours:</b> Send an email in Talon for an appointment or visit my office during the following times:<br/> Monday 8:30-10:00<br/> Tuesday 12:30-2:00<br/> Wednesday 8:30-10:00<br/> Thursday 12:30-2:00<br/> Friday By Appointment</p> <p><b>Telephone number:</b> 319-398-5899 x 5859</p> <p><b>Email address:</b> Talon email is preferred. My Kirkwood email is <a href="mailto:samantha.hench@kirkwood.edu">samantha.hench@kirkwood.edu</a>.</p> <p><b>Notes:</b> Please allow up to 48-hours for a response to all messages. Messages in TALON are the best way to contact me. In any contact, please proofread, spell-check, professionally write, and include a meaningful subject line such as – Subject: Access Chapter2 Skill-Based Training issue. In the message please give your first and last name, and the course you are contacting me about. Without this information a timely response may be unlikely as additional emails will be needed for clarifications.</p> <p>Other email suggestions: Sometimes I get messages like "Hi, this is Sue. I need help with class." I want to help the student, but haven't enough information. A better email or phone message would be "Hi, this is Sue Smith from Intro to Computers in your Monday Wednesday section. I'm not sure which files to upload for the Word Section 3 Assignment. Do you want the merged document, or just the parts used to create it? My email is <a href="mailto:suesmith@yahoo.com">suesmith@yahoo.com</a>. Thanks, Sue."</p> |
| <b>Section Information</b>    | <p><b>Synonym number:</b> CRF01-0254892</p> <p><b>Course Meeting Times:</b> Monday and Wednesday 12:20-2:20</p>   |
| <b>Credit hours</b>           | 3 credits   |
| <b>Contact hours</b>          | 2 hours lecture, 2 hours lab  |
| <b>Co-requisites</b>          | NONE  |
| <b>Prerequisites</b>          | BCA-136 or CSC-110  |
| <b>Course Description</b>     | Offers students the opportunity to design databases, edit and manage databases created using Microsoft Access, and write SQL statements for applications code.  |

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|  | Challenges students to use critical thinking and analysis to find effective solutions to real-life business situations.   |
| <b>Required Course Materials</b>                         | <p>Books and course materials for this course are available at the Kirkwood Bookstore.</p> <p><i>New Perspectives on Microsoft Access 2013 Comprehensive</i>, 1<sup>st</sup> Edition Adamski, Finnegan, Scollard; Cengage Technology; ISBN: 978-1-285-09920-0</p> <p>Additional materials for this course include:</p> <ul style="list-style-type: none"> <li>• 1GB or Higher flash drive for downloading and saving assignments</li> </ul>   |
| <b>Course Student Learning Outcomes and Competencies</b> | <p>Upon completion of this course students will be able to:</p> <p><b>1.0 General Course Competencies</b></p> <p>1.1 Recognize and use basic terminology, principles, and concepts associated with using databases in business.</p> <p>1.2 Plan and design a database structure using business rules.</p> <p>6.3 Create and edit database tables of varying complexity using Microsoft Access software.</p> <p>6.4 Create database objects such as forms, reports, queries, and macros.</p> <p>6.5 Write SQL statements for applications code.</p> <p><b>2.0 Major Units of Instruction</b></p> <p>2.1 Planning and Designing a Database</p> <p>2.2 Creating a Database</p> <p>2.3 Building a Database and Defining Table Relationships</p> <p>2.4 Maintaining and Querying a Database</p> <p>7.4 Creating Forms and Reports</p> <p>2.5 Creating Advanced Queries and Enhancing Table Design</p> <p>7.6 Using Form Tools and Creating Custom Forms</p> <p>2.6 Creating Custom Reports</p> <p>2.7 Using Action Queries and Advanced Table Relationships</p> <p>2.8 Automating Tasks and Macros</p> <p>2.9 Using and Writing SQL for Applications Code</p> <p>2.10 Managing and Sharing a Database</p> <p><b>3.0 Unit Objectives</b></p> <p>3.1 Planning and Designing a Database</p> <p>3.1.1 Design and document a database based on business requirements</p> <p>3.1.2 Analyze business requirements</p> <p>3.1.3 Create an Entity-Relationship diagram</p> <p>3.1.4 Normalize relationships</p> <p>3.1.5 Create a data dictionary</p> |

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|  | <ul style="list-style-type: none"> <li><b>3.2</b> Creating a Database <ul style="list-style-type: none"> <li><b>3.2.1</b> Explore the Microsoft Access window and backstage view</li> <li><b>3.2.2</b> Create a database in datasheet view</li> <li><b>3.2.3</b> Enter field names and records in a table in datasheet view</li> <li><b>3.2.4</b> Create, preview, navigate, and print a simple report</li> <li><b>3.2.5</b> Compact, back up, and restore a database</li> </ul> </li> <li><b>3.3</b> Building a Database and Defining Table Relationships <ul style="list-style-type: none"> <li><b>3.3.1</b> Use best practice guidelines for designing databases and setting field properties</li> <li><b>3.3.2</b> Create a table in design view</li> <li><b>3.3.3</b> Define fields, set field properties, and specify a table's primary key</li> <li><b>3.3.4</b> Change the format property for a field in datasheet view</li> <li><b>3.3.5</b> Change the data type for a field</li> <li><b>3.3.6</b> Define a relationship between two tables</li> </ul> </li> <li><b>3.4</b> Maintaining and Querying a Database <ul style="list-style-type: none"> <li><b>3.4.1</b> Find, modify, and delete records in a table</li> <li><b>3.4.2</b> Create, run, and save queries</li> <li><b>3.4.3</b> Create a query based on multiple tables</li> <li><b>3.4.4</b> Sort and filter data in a query</li> <li><b>3.4.5</b> Use a comparison operator in a query to match a range of values</li> <li><b>3.4.6</b> Perform calculations in a query using aggregate functions and record group calculations</li> <li><b>3.4.7</b> Create and format a calculated field in a query</li> </ul> </li> <li><b>3.5</b> Creating Forms and Reports <ul style="list-style-type: none"> <li><b>3.5.1</b> Create a form using the form wizard</li> <li><b>3.5.2</b> Modify form theme, text color, and add a picture</li> <li><b>3.5.3</b> Create a form with a main form and a subform</li> <li><b>3.5.4</b> Create a report using the report wizard</li> <li><b>3.5.5</b> Modify report theme, text color, alignment, and add a picture</li> <li><b>3.5.6</b> Apply conditional formatting in a report</li> </ul> </li> <li><b>3.6</b> Creating Advanced Queries and Enhancing Table Design <ul style="list-style-type: none"> <li><b>3.6.1</b> Review object naming standards</li> <li><b>3.6.2</b> Use the Like, In, Not, and &amp; operators in queries</li> <li><b>3.6.3</b> Use the IF function to assign a conditional value to a calculated field in a query</li> <li><b>3.6.4</b> Create a parameter query</li> <li><b>3.6.5</b> Modify table design using lookup fields, input masks, and data validation rules</li> <li><b>3.6.6</b> Identify object dependencies</li> <li><b>3.6.7</b> Review field properties</li> </ul> </li> <li><b>3.7</b> Using Form Tools and Creating Custom Forms</li> </ul> |
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|   | <p> <b>3.7.1</b> View and print database documentation<br/> <b>3.7.2</b> Create datasheet, multiple item, and split forms<br/> <b>3.7.3</b> Plan, design, and create a custom form in design view and in layout view<br/> <b>3.7.4</b> Select, move, align, resize, delete, and rename controls in a form<br/> <b>3.7.5</b> Add headers and footers to a form<br/> <b>3.7.6</b> Add a subform to a form<br/> <b>3.7.7</b> Add calculated controls to a form and a subform<br/> <b>3.8</b> Creating Custom Reports<br/> <b>3.8.1</b> View, filter, and copy report information in report view<br/> <b>3.8.2</b> Modify a report in layout and design view<br/> <b>3.8.3</b> Design and create a customer report<br/> <b>3.8.4</b> Add, move, resize, and align controls in a report<br/> <b>3.8.5</b> Add the date, page numbers, and title to a report<br/> <b>3.9</b> Using Action Queries and Advanced Table Relationships<br/> <b>3.9.1</b> Create an action query to create a table<br/> <b>3.9.2</b> Create action queries to append, delete, and update data<br/> <b>3.9.3</b> Define many-to-many and one-to-many relationships between tables<br/> <b>3.9.4</b> Join a table using a self-join<br/> <b>3.9.5</b> View and create indexes for tables<br/> <b>3.10</b> Using and Writing SQL for Applications Code<br/> <b>3.10.1</b> Use SQL statements to insert data into a database<br/> <b>3.10.2</b> Use SQL statements to create tables in a database<br/> <b>3.10.3</b> Execute SQL statements to retrieve information from a database </p> |
| <p><b>Late Work/Make-up Test Policy</b></p> | <p>You <u>MUST</u> contact your instructor to make up any late assignments. All late assignments will receive a 10% reduction for each week late, no exceptions.</p>  |

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| <b>Class Attendance Policy and College Sponsored Activities</b> | <p>As stated in the Student handbook: In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. For additional information, go to: <a href="http://www.kirkwood.edu/site/index.php?p=32303">http://www.kirkwood.edu/site/index.php?p=32303</a></p>  |
| <b>Productive Classroom Learning Environment</b>                | <p>We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.</p> <p>In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.</p> <p>This course is part of several degrees intended to help prepare students for careers in applied sciences, industrial technologies, information technology, and business fields. It is also taken by many students who intend to transfer to longer programs in colleges and universities. Proper academic and professional behavior is required. Any student who cannot communicate appropriately and be respectful of others may be referred to his or her dean for disciplinary action and dropped from the class.</p> <p>You are expected to be respectful of your fellow student's discussions in class and be professional. Failure to communicate appropriately and be respectful of others may be referred to his or her dean for disciplinary action and dropped from the class.</p>  |
| <b>Plagiarism Policy</b>  | <p>Kirkwood Community College is a community of shared values, foremost of which is a strong commitment to academic integrity, honorable conduct, and respect for others. Through the honest completion of academic work, students sustain the integrity of the college and promote a culture of civility, fairness, trust, and respect among its members. Those who violate these standards must be held responsible.</p> <p>Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty. Examples of Academic Dishonesty include but are not limited to: Plagiarism and Fabrication, Misrepresentation, Cheating and Facilitation, and Impeding Fair and Equal Access to the Education and Research Process.</p> <p>Students found cheating on any part of an assignment will receive no points for the total assignment. This includes sharing work or copying sections of another student's work. Regardless of the circumstances, both students involved will be considered at fault.</p> <p>It is the student's responsibility to be aware of the behaviors that constitute academic dishonesty. A detailed description of this policy and the sanctions associated with it can be found here: <a href="http://www.kirkwood.edu/site/index.php?p=32303">http://www.kirkwood.edu/site/index.php?p=32303</a></p> |
| <b>Campus Closings</b>  | See Student Policies: General Policies and Student Rights  |

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|                                | <a href="http://www.kirkwood.edu/site/index.php?p=32309">http://www.kirkwood.edu/site/index.php?p=32309</a>   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| <b>Academic Accommodations</b> | Students with specific academic and/or classroom needs may request individualized accommodations. Students wishing to request accommodations should complete an 'Accommodation Request Form' which is available at the Learning Services office, 2063 Cedar Hall, or online at <a href="http://www.kirkwood.edu/accommodations">www.kirkwood.edu/accommodations</a> . Students will be asked to provide documentation supporting their request. An accommodation plan must be completed each semester and given to instructors before academic accommodations will be provided.   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| <b>Midterm grades</b>          | A midterm grade will be calculated and posted on EagleNet. The midterm grade is a grade-in-progress, and will not affect your official GPA, nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss your progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| <b>Student Evaluation</b>      | <p>Students will be assessed on their knowledge of the course competencies, outcomes, and objectives through LAB activities, homework assignments, and exams. This class is a combination of lecture and lab. Make a backup copy of your assignments. Please save all returned/graded work – just in case - on the flash drive you purchased for the course!</p> <p>Points will be awarded for each item and count toward your total grade. The points will be tallied at the end of the semester and placed into categories for a final grade. For this reason, grades received on individual tests or assignments will not necessarily translate into the exact same final grade.</p> <p>Percentage Breakdown:</p> <table><tr><td>Assignment</td><td>Percentage</td></tr><tr><td>Daily Work</td><td>40%</td></tr><tr><td>Course Project</td><td>15%</td></tr><tr><td>Unit Exams</td><td>30%</td></tr><tr><td>MOS Certification Exam</td><td>15%</td></tr></table> |            |    |             | Assignment | Percentage | Daily Work | 40% | Course Project | 15% | Unit Exams | 30% | MOS Certification Exam | 15% |
| Assignment                     | Percentage  |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| Daily Work                     | 40%   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| Course Project                 | 15%   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| Unit Exams                     | 30%   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| MOS Certification Exam         | 15%   |            |    |             |            |            |            |     |                |     |            |     |                        |     |
| <b>Grading Scale</b>           | A   | 93% - 100% | C  | 73% - 76%   |            |            |            |     |                |     |            |     |                        |     |
|                                | A-  | 90% - 92%  | C- | 70% - 72%   |            |            |            |     |                |     |            |     |                        |     |
|                                | B+  | 87% - 89%  | D+ | 67% - 69%   |            |            |            |     |                |     |            |     |                        |     |
|                                | B   | 83% - 86%  | D  | 63% - 66%   |            |            |            |     |                |     |            |     |                        |     |
|                                | B-  | 80% - 82%  | D- | 60% - 62%   |            |            |            |     |                |     |            |     |                        |     |
|                                | C+  | 77% - 79%  | F  | 59% or less |            |            |            |     |                |     |            |     |                        |     |
| <b>Drop Date</b>               | <p>To get the last day to drop a class, or the last day for a 50% or 100% refund, go to any of EagleNet's search for sections screens. You don't even have to login if you just click EagleNet for Students and then Search for Sections.</p> <p><a href="https://eaglenet.kirkwood.edu/production/WebAdvisor?TOKENIDX=9443580219&amp;type=M&amp;constituency=WBST&amp;pid=CORE-WBST">https://eaglenet.kirkwood.edu/production/WebAdvisor?TOKENIDX=9443580219&amp;type=M&amp;constituency=WBST&amp;pid=CORE-WBST</a></p>  |            |    |             |            |            |            |     |                |     |            |     |                        |     |

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|                               | <p>In EagleNet for Faculty when you're logged in, the last item under Faculty Information is your Search for Sections link:<br/> <a href="https://eaglenet.kirkwood.edu/production/WebAdvisor?TOKENIDX=3671408920&amp;type=M&amp;constituency=WBFC&amp;pid=CORE-WBFC">https://eaglenet.kirkwood.edu/production/WebAdvisor?TOKENIDX=3671408920&amp;type=M&amp;constituency=WBFC&amp;pid=CORE-WBFC</a></p> <p>Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund for 16 week terms, for shorter courses check with Enrollment Services for total withdraw information.</p> <p>The last date to drop this class for this term is <u>Friday, November 20</u>.</p> <p>Details of the refund schedule can be found under Academic &amp; Enrollment Policies at:<br/> <a href="http://www.kirkwood.edu/student_policies">www.kirkwood.edu/student_policies</a></p> |
| <b>Final Exam Information</b> | <p>Final exams are scheduled during the last week of the term from <u>May4</u> to <u>May10</u>. The final exam for this class is scheduled on Wednesday, May 4 12:20-2:10.</p>   |
| <b>Emergency Information</b>  | <p>See Facilities: Emergency/Crisis Information<br/> <a href="http://www.kirkwood.edu/site/index.php?p=7987">http://www.kirkwood.edu/site/index.php?p=7987</a><br/> <i><a href="#">[If desired, list emergency phone numbers, department office locations, etc.]</a></i></p>   |
| <b>Other Information</b>      | <p>Check Refund Policy at: <a href="http://www.kirkwood.edu/registration">www.kirkwood.edu/registration</a></p>  |

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

