OFT 162
Introduction to Database Design
T 6:30 – 9:45pm

Instructor: Lucinda Stanley          email: lstanley@worwic.edu

CONTACT:  Office Telephone: 410-572-8716
           Office: FOH Room 205
           Office hours:  Monday: 2:30 – 4:00
                           Tuesday: 4:00 pm – 6:00 pm
                           Wednesday: 2:30 pm – 3:00 pm
                           Thursday 5:00 pm – 6:00 pm

           Email Protocol: Please use the email tool in Blackboard™. However, if you choose to
           contact me via Wor-Wic email, please begin the subject line with OFT 162. I receive a
           number of emails each day and this will help me to locate emails from you more readily.

COURSE DESCRIPTION:  This computerized database course is a comprehensive introduction to
database software applications. Students will create and manage databases consisting of tables, queries,
forms, and reports. Emphasis is placed on entering, retrieving, modifying, sharing and maintaining
information. Three lecture hours per week. Laboratory fee: $15. Usually offered in the fall and spring

Text/Materials:

Course Technology.

Software: Microsoft Windows XP or higher, Microsoft Access 2013, and Internet Explorer will be
used.

Handouts/Projects Files: Additional handouts/files may be required. Instructor will provide
information on obtaining this material.

Removable storage disk

Blackboard is being used as a supplementary site in this course. To access course content in
Blackboard you need to have access to a computer with an Internet connection, (other
requirements may apply). Computers that meet these requirements are available on campus.

Please follow these directions to access course syllabi and any other materials posted for this
course:
Login Information (you can also log in through your myworwic portal)
1. From Wor-Wic home page, point to "Quick Links" (top-right) and click the “Blackboard
Login” link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and
password). Don't know your user ID or password? Contact Student Services
# EVALUATION AND GRADING:

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<tr>
<th>Objective</th>
<th>Goals</th>
<th>Assessment Strategies</th>
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<tbody>
<tr>
<td>1. Navigate and complete file management tasks using Windows Vista.</td>
<td>a) Perform basic operating system and file management operations</td>
<td>• Class and Graded Assignments</td>
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<tr>
<td>GEO 7</td>
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<td>• Exam</td>
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<td>• Final exam</td>
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<td>2. Identify the terminology necessary to accomplish database skills</td>
<td>a) Identify and use terminology for processing records and managing data</td>
<td>• Class and Graded Assignments</td>
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<td>GEO 1, 7</td>
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<td>• Exam</td>
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<td>• Final exam</td>
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<td>3. Create databases and database elements GEO 2,4,7</td>
<td>a) Create and use:</td>
<td>• Class and Graded Assignments</td>
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<td></td>
<td>tables, queries, forms, reports, switchboards, and filters</td>
<td>• Exam</td>
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<td>b) Sort, filter and extract information from:</td>
<td>• Final exam</td>
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<tr>
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<td>tables, queries, forms, reports, and queries</td>
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<td>c) Use:</td>
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<td>fields</td>
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<td>controls</td>
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<td>Wizards</td>
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<td>4. Modify databases and database elements GEO 1,2,3,4,7</td>
<td>a) Edit database records and databases</td>
<td>• Class and Graded Assignments</td>
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<td>Find and replace data</td>
<td>• Exam</td>
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<td></td>
<td>b) Modify structures</td>
<td>• Final exam</td>
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<td></td>
<td>Modify field properties</td>
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<td>Define data needs and types</td>
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<td>Modify queries</td>
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<td>Modify the design of reports and forms</td>
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<td>Add, set, change, or remove primary keys</td>
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<td>c) Create Multiple Table and Advanced Queries</td>
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<td>d) Enhance Forms</td>
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<td>e) Create advanced reports</td>
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</table>
### Objectives

5. Develop and apply tools to manage databases  
   \( GEO\ 1,2,7 \)

### Goals

- f) Analyze Data with Reports

### Assessment Strategies

- Class and Graded Assignments
- Exam
- Final exam

#### Recommended Materials and Prerequisite Skills:

1. A personal computer: Pentium-based processor and Windows XP or greater with a printer and a modem.
2. Microsoft Office 2000 Word or higher (not Microsoft Works).
3. Internet access.
4. Microsoft Internet Explorer 7.0 or greater.
5. Basic knowledge of the Internet and computers.
6. Know how to send and receive attachments through e-mail.
7. Able to work independently and motivated to complete assignments on a timely basis.

(If students do not have these materials available at home, they are available in the open Computer Lab, or the Media Centers in any of the academic buildings)

#### CLASS GUIDELINES:

**Student Responsibility**

If an emergency prevents you from attending class, it is your responsibility to obtain notes from a classmate and study them for understanding. The responsibility of obtaining and completing all work rests solely upon the student. Refer to the Assignment schedule for information on what was covered in class and what assignments are due.

Students who are unable to take a scheduled exam must notify the instructor before, or on the day of the exam to reschedule. If the instructor is not notified as stated above, the student will not be able to make up the exam. The missed exam must be taken within one week from assigned date.

You are expected to be punctual, alert, and prepared for the class. Please ask questions in class. If you are confused, more than likely several classmates are too.
Attendance Policy

You are expected to attend class regularly. No absences of any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning. You must notify the instructor if you will not be attending class for any reason.

Classroom Conduct

- Cell phone or any audible devices should not be used during class time.
- It is expected that students arrive on time and stay for the entire class. If late, please minimize disruption to the class. If leaving early, sit near the door. A late or early leave counts as ½ an absence.
- Please ask questions in class. If you are confused, more than likely several classmates are too.
- If you find you are struggling to keep up: I am perfectly fine with you either watching in class and doing the Unit work on your own after class or doing the unit work before class (making note of any questions you have) and watching during class.

Homework

Units in the book must be reviewed before class. All previously assigned work must be posted prior to the beginning of class. No assignments will be completed during class time unless indicated by the instructor. All late assignments must be turned in within one week of the assigned due date. All late assignments will be reduced by 10% for the first day it is late and 50% thereafter. No late assignments will be accepted exam week.

Weekly Assignments: Course Objectives 1, 2, 3, 4, 5

Each week, students will be required to submit assignments taken from the textbook to show understanding of the materials covered in that week’s lesson.

Each week students will complete a quiz based on the textbook to help with understanding concepts and learning the vocabulary associated with database design. Students may take the quizzes twice with the two grades averaged together.

Electronic Media Assignment: Course Objective 2

Writing across the curriculum assignment

Students will be required to complete 1 research paper. This paper must be at least 2 pages long, use at least 2 internet sources, and have proper APA formatting. This assignment will help the student identify ways in which databases are used in business. Further instructions will be given.

Assistance:

To sign up for an appointment for a writing conference access Wor-Wic’s website and complete the following:

Click on Quick Links; Click on Learning Resources; Click on Writing Conferences; Key in your Blackboard username and password to gain access to the site; Register for an appointment.
Procedure for turning in assignments:

Assignments should be proofread carefully. Electronically generated assignments are to be submitted via the link in the class Blackboard™ interface. Refer to the orientation materials for step by step instructions.

Tests: Course Objectives 1, 2, 3, 4, 5

There are 3 interim projects/exams covering material from units in the book. The projects will test skills learned during the previous weeks. Study guides will be provided.

Final Exam/Project: Course Objectives 1, 3, 4, 5

Students will create a database from scratch with requirements in keeping with the objectives of the course. This project will be ongoing throughout the semester and will represent 80% of the final exam grade. A comprehensive vocabulary exam will represent the remaining 20% of the final exam grade. Additional guidelines will be provided.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Topic</th>
<th>Due</th>
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| 1    | Orientation  
Windows: Unit A Getting Started with Windows  
Windows: Unit B Understanding file management  
Office 2013: Getting Started with Microsoft Office 2013  
Access Unit A: Getting started with Access 2013 | 1/23  |
| 2    | Access Unit B: Building and Using Queries                                  | 1/30  |
| 3    | Access Unit C: Using Forms                                                 | 2/6   |
| 4    | Access Unit D: Using Reports  
Exam Review                                                                | 2/13  |
| 5    | Exam/Project 1 (Units A – D)  
Electronic Media Assignment                                              | 2/20  |
| 6    | Access Unit E: Modifying the Database Structure  
Final Project Overview and guidelines                                   | 2/27  |
| 7    | Access Unit F: Improving Queries  
Access Unit G: Enhancing Forms                                          | 3/13  |
| 8    | Access Unit H: Analyzing Data with Reports  
Exam review                                                              | 3/20  |
<p>| 9    | Exam/Project 2 (E – H)                                                    | 3/27  |</p>
<table>
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<tr>
<th>Week</th>
<th>Class Topic</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>Access Unit I: Importing and Exporting Data</td>
<td>4/3</td>
</tr>
<tr>
<td>11</td>
<td>Access Unit K: Creating Advanced Queries  &lt;br&gt;Access Unit L: Creating Advanced Reports</td>
<td>4/10</td>
</tr>
<tr>
<td>12</td>
<td>Access Unit O: Administering the Database  &lt;br&gt;Access Unit P: Access and the Web (portions)  &lt;br&gt;Building a Switchboard</td>
<td>4/17</td>
</tr>
<tr>
<td>13</td>
<td>Vocab Exam  &lt;br&gt;Exam Review</td>
<td>4/18</td>
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<tr>
<td>14</td>
<td>Final Exam Project Due</td>
<td>4/26</td>
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<tr>
<td>Final Exam</td>
<td>4/27  &lt;br&gt;6:30 – 8:30  &lt;br&gt;Exam/Project 3 (I, K, L, O, P)</td>
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</tbody>
</table>

**Other dates to remember:**

- Class Session: January 13 – April 24
- Add period ends: January 24
- Drop period ends: February 7
- Withdrawal Period ends: March 29
- Final Exams – April 25 – May 1

**Wor-Wic Community College Institutional Policies**

**ACADEMIC HONESTY POLICY:** (GEO 8)

Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

**Emergency Information Statement**

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

**ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:**

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
• Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

**SERVICES for STUDENTS with DISABILITIES**
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

**SEXUAL VIOLENCE DISCLOSURES**
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1. Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: [http://www.worwic.edu/Administration/PublicSafety.aspx](http://www.worwic.edu/Administration/PublicSafety.aspx).