

Nashville State Community College
Science, Technology, Engineering, and Mathematics (STEM) Division
Computer Information Technology
Master Course Syllabus

CITC 1303 Database Concepts

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: CITC-1303 Database Concepts

Credits: 3

Class Hours: 2 Class, 2 Lab

Course Description:

An introduction to the concepts and syntax of relational database management systems. Topics include data modeling, database design concepts, tables and queries and other database objects using the tools provided in a relational DBMS.

Prerequisite(s): None

Instructor Information:

Name:

Office:

Phone:

Email:

Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s): Microsoft Office 365, Access 2019 Comprehensive by Pratt and Last
ISBN: 978-0-35702-639-7

Supplies: Microsoft Access 2019(Office 2019 or Office 365 NSCC is offering for free)

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Digital Course Materials (DCM):

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program until

September 6th, 2020. If you opt out, you will be responsible for obtaining the required course materials on your own.

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Perform research and analyze requirements for a database application using database design tools and principles.
- Translate client/user requirements into a data model.
- Develop physical database characteristics and define user interface to implement the data model.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Identifying various columns and datatypes for a table.
- Creating a database.
- Analyze the columns and identifying the primary key for the table
- Importing data from other applications to Access
- Performing Data retrieval using database queries
- Performing Sorting and Searching Operations on tables.
- Able to generate reports based on criteria
- Writing queries using SQL statements.
- Exposed to database design techniques like Normalization.
- Creating relationships between tables.

Topics to Be Covered:

Databases and Database Objects: An Introduction

- Database Creation
- The Access Window
- Determining Tables and Fields
- Creating a Table
- Previewing and Printing the Contents of a Table
- Importing or Linking Data from Other Applications to Access
- Additional Database Objects
- Database Properties
- Special Database Operations
- Database Design

Querying a Database

- Creating Queries
- Sorting
- Joining Tables
- Creating a Form for a Query
- Exporting Data from Access to Other Applications
- Adding Criteria to a Join Query
- Calculations
- Crosstab Queries
- Customizing the Navigation Pane

Maintaining a Database

- Updating Records
- Filtering Records
- Changing the Database Structure
- Mass Changes
- Validation Rules
- Making Additional Changes to the Database

- Changing the Appearance of a Datasheet
- Multivalued Fields in Queries
- Referential Integrity
- Ordering Records

Creating Reports and Forms

- Report Creation
- Multiple-Table Reports
- Form Creation
- Mailing Labels

Multi-table Forms

- Adding Special Fields
- Updating the New Fields
- Multiple-Table Form Techniques
- Object Dependencies
- Date/Time, Long Text, and Yes/No Fields in Queries
- Datasheets in Forms
- Creating a Multiple-Table Form Based on the Many Table Using SQL
- SQL Background
- SQL Queries
- Sorting
- Grouping
- Joining Tables
- Comparison with Access-Generated SQL
- Updating Data through SQL

Database Design

- Entities, Attributes, and Relationships
- Relational Databases
- Database Design
- TAL Distributors
- Normalization
- Special Topics

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

- Reading assignments, typically each week
- 6 In-Class Labs
- 7 Quizzes
- 6 Projects
- Final Exam

The deadlines for all of the above activities are located in the "Calendar".

For information on specific Modules, assignments go to the Module Checklist called "Module X Instructions" located in the "Course Content" section of the course or it can be accessed from the Checklist link at the top right portion of the web page. The Checklist will give you all of the information you will need to complete your assignments for each Module.

You will use the Dropbox to submit your projects, and it is a good idea to save a copy of each submitted assignment, for your reference. The discussion board will be used for class discussions, and your participation is essential. Your posted responses will be continuously monitored, and threaded discussions will be on-going. All of the Quizzes and Exams are located in the Assessment link at the top of the web page or you can find a link to them from the "Module X Resources" section of each Module.

Notes for the course:

- Note: You do not need Windows 10 for this course, but you will need a Windows OS to run Microsoft Access. You will need a copy of Microsoft Access 2016, which is included in Office 365.
- Note: The Training Video's referred to in this course are optional training materials. These videos are provided by Microsoft training and YouTube. The Microsoft videos may require you to download and install software to make the videos play on your computer. If you are unable to install the software and play the video, it will allow you to read a text version of the training video.
- Software Note: In order to view some of the videos in this course you may need to download and install some special software.
 - Microsoft Silverlight can be downloaded at this [link](#).
 - Mac OSX users will need Flip4Mac and it can be downloaded at this [link](#).
- Security Warning Message Box: If you get this Security Warning message box when displaying content in this course just select the "No" button. It just means that some content in the web page is not using HTTPS.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

All work must be submitted on time. Any work submitted late must have prior approval from the instructor to avoid any penalty. Any late work that is submitted without prior instructor approval will receive a 20% late penalty for the first week late, a 40% penalty for the second week late and no points will be given after the second week.

Grading Policy:

- All assignments will have an assigned deadline
- All work must be submitted on time. Any work submitted late must have prior approval from the instructor to avoid any penalty. Any late work that is submitted without prior instructor approval will receive a 20% late penalty for the first week late, a 40% penalty for the second week late and no points will be given after the second week.
- There will be eleven quizzes, ten projects, a midterm exam and a final exam. Each quiz will cover a specific chapter of the text. The midterm exam will cover Access chapters 1 through 5 and the final exam will cover Access chapters 6 through 11. Incomplete work will be graded, with those parts' incomplete marked as incorrect. Work that is not turned in will receive a grade of 0 for that assignment. It is in your best interest to read all assigned chapters and build the database that is covered in each chapter.

Specific Requirements:

Quizzes 50%
In-Class Labs 10%
Projects 20%
Final Exam 20%
Total Grade 100%

Grading Scale:

Letter Grade	Percentage Range
A	89.5 – 100.0
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	Under 59.5

FA Grade:

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, look for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F. This date is *(insert date here)*.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN Grade:

An FN is awarded to students who never attended class.

W Grade:

The last day to withdraw from a course with a W is *(insert date here)*.

Attendance Policy

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student’s final grade.
- Tardiness may also affect a student’s final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor’s email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor’s individual grading rubric.

The attendance policy for this class is:

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

(Web class)

As aforementioned, reading the required text and following threaded discussions are a major part of this course and students are required to participate. In addition, emailing the instructor (inside the course shell) is another preferred method of teacher/student contact. If you have questions or need clarity, feel free to email me or other students for a different perspective. Respond promptly when receiving email from the instructor and feel free at any time to chat with other students who may be logged on at the same time as you are.

The calendar lists deadline dates as course milestones to keep students on track. Since this is an asynchronous environment, you are responsible for managing your time wisely and staying abreast of the proposed course schedule.

(All classes)

Any student who does not turn in assignments, participate in the course, or come to class for on-ground or hybrid courses, for more than a (2) week period, without contacting the instructor, may be issued a grade of (F) or (FA).

Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability may vary from campus to campus.

Students should check NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the

Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time, and Nashville State Community College wants to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Student Wellness

The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:

- Students with general, non-academic questions and concerns about COVID-19 may email virusinfo@nsc.edu.
- Five free telephone therapy sessions are available via Agape Counseling by calling 615-781-3000.
- Online tutoring is available via NetTutor within the D2L course shells.
- A comprehensive list of online student resources may be found at <https://www.nsc.edu/current-students/student-online-resources>
- A comprehensive list of student support services may be found at <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which

may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

Communication Statement

In this time of uncertainty due to COVID-19, communication between student and faculty is key. At times, situations arise for one or both that makes that communication difficult or delayed. This can include but is not limited to health issues and/or problems with technology. If you have attempted to contact your instructor, and have waited the turnaround time as outlined in the syllabus but have not yet received a response, please reach out for additional support using this survey:

<https://forms.gle/rM7rxFarksRFeA3b8>