

# **COMPUTER SCIENCE 933 DATABASE DESIGN AND PROGRAMMING COURSE OUTLINE**

<u>Instructor:</u>	M. Patel, BS in Electrical Engineering, Database Administrator
<u>Class Section:</u>	8501
<u>Class Schedule:</u>	Thurs 6:45 pm to 8:55 pm in CE 105A; Course syllabus can be accessed via ETUDES <a href="http://www.myetudes.org">www.myetudes.org</a> .
<u>Office/Phone:</u>	CE 233, 310-287-7295
<u>E-Mail</u>	<a href="mailto:patelm@wlac.edu">patelm@wlac.edu</a>
<u>Office Hours:</u>	Mon, Tues, Thurs: 4:30 – 6:30 pm.

## **Course objectives**

- Basics of Relational Database. Explain the terms table, field, data type, primary key and foreign key.
- Create tables using Microsoft Access and add data to them.
- Fundamental aspects of designing a database.
- Techniques of normalizations that are used in database design. Query database to retrieve different types of information.
- Advanced queries using multiple tables. Queries involving compound conditions.
- Create simple forms for data entry.
- Create simple reports.
- Create Macro's to run a set of tasks.
- Create switchboards to provide User Interface.

## **Student learning outcome**

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

1. Successful students will demonstrate Access skills to identify and create basic elements of a database.
2. Successful students will demonstrate Access skills to create, run, and save queries.
3. Successful students will demonstrate Access skills to create and use database forms
4. Successful students will demonstrate Access skills to create and use database reports
5. Successful students will demonstrate Access skills create and run database macros.

## **Prerequisites**

None

## Required course material and equipment

### Required material:

#### Textbooks:

**New Perspectives on Microsoft® Access 2013, Comprehensive [Online Bundle] -**

**ISBN:** To be provided by the end of first week (**Online Bundle from bookstore**)

#### **Online order link:**

Authors: Adamski/Finnegan

There will be online only purchase option available after the first week.

**Required Equipment:** This class is Hybrid, student must have computer with Internet connection in order to access college official course shell and course content (ETUDES), [sam.cengage.com](http://sam.cengage.com) and [cccconfer.org](http://cccconfer.org) sites. Make sure to visit these sites for any additional computer setup.

## Grading scale

The final grade is based on all work for assignments and exams in *New Perspectives on Microsoft® Access 2013* book and the [sam.cengage.com](http://sam.cengage.com) site.

The coursework is weighted as follows:

Training	= 10%
Projects (Using Access 2010)	= 60%
Exams	= 30%

## Schedule

Below is a preliminary schedule.

- Week# 1 --Class Intro and online instructions
- Week# 2 - 3 --Creating a Database
- Week#4 --Table Relationships
- Week#5 - 6 --Querying a Database
- Week#7 --Forms and Reports
- Week#8 - 10 --Advanced Queries
- Week#11 -12 --Custom Forms and Reports
- Week#13 -14 --Actions Queries and Advanced Table Relationships
- Week#15-16 --Macros

## On-line course shell ETUDES login instruction

### College official on-line course shell ETUDES login instructions:

To log on to Etudes, **go to <http://www.myetudes.org> (or [www.wlac.edu/online](http://www.wlac.edu/online))** where you will find links to on-line tutorial, login instructions and Technical Requirements. Click on course login.

Example: Juan Straub, Student ID is 88-459-0210 and birthday is July 4.

Login ID: is your Student ID Number (not your SS#),

First time password is 2 digit month and 2 digit day from student's birthday

- User ID: 884590210
- First time Password: 0704

After logging in, click the course tab you are enrolled.

If you are a first-time on-line student, make sure your Browser settings are as follow:

Tools->Internet Option-general->security setting->add [www.myetudes.org](http://www.myetudes.org) or [www.wlac.edu/online](http://www.wlac.edu/online) as trusted site.

If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at <http://www.laccd.edu>.

### Email Communication

If you have a valid email address in the LACCD system, ETUDES' instructor's announcement will be sent to your personal email. Otherwise, you should check the instructor's announcement every time you log on to course shell. You might want to update your email address under

MyWorkspace-> Account-> Modify if you change e-mail address.

### **Trouble login to ETUDES**

If you have trouble accessing the course on, or after, the start date visit the Online Student Help Desk at <http://www.wlac.edu/online/helpdesk.asp> . Click on Helpdesk Rules where your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning Program Office at (310)287-4305 or via email: [shemwer@wlab.edu](mailto:shemwer@wlab.edu).

## **Class rules & guidelines for assignments and exams**

### **By taking this class, you agree to follow Class Rules listed below:**

1) Students who are inactive in the class may result in exclusion, however it is your responsibility to drop the class; failure to drop the class in a timely manner will result in “F” on your record.

**You must login to the course website at [www.myetudes.org](http://www.myetudes.org) by Friday, September 12th, or you, the student will be considered inactive and dropped from the course by the instructor.**

**After Friday, Nov. 21st, students still enrolled will appear on the final grade roster and receive a letter grade.**

2) Cheating (or Plagiarism) on assignment/exam will result in “Failure”.

3) You have **five days** to purchase the required material after semester starts.

4) You will complete all assignments, projects and exams via the [sam.cengage.com](http://sam.cengage.com) site. You must log on to ETUDES on regular basis to check the following:

**ETUDES - Announcement-** Check announcement every time you login, important announcement will be posted.

**ETUDES - Syllabus-**Course syllabus is attached.

**Do not wait until the last minute** to work on assignment. **Assignment submitted after the due day will receive 10%-50% deductions** (one week late 10%, two weeks late 20%..etc.). Assignment will not be accepted over 2 weeks late.

**Discussion and Private Message-** You can send private messages to the instructor via ETUDES. For urgent issues, please send e-mail to [patelm@wlab.edu](mailto:patelm@wlab.edu), the instructor checks this e-mail on regular basis.

No make up exam/test. Once you have viewed or taken the exam, you can't open or retake it. Follow the exams schedule in the Calendar. **Do not wait until the last minute to start the exam. THERE IS NO MAKE-UP or RE-TAKE EXAM.** If there is an emergency, e-mail the instructor to schedule an “on-campus” exam within 7 days after exam expires. Each student has only one opportunity to do so for one exam throughout the entire semester.

CE101 computer lab is open to CS students, please check division website [www.wlab.edu/csit](http://www.wlab.edu/csit) for lab open hour.

Being a member of Microsoft & VMWare Academic Alliance, the enrolled students can download VMWare, Microsoft operating system (Windows 7 & Server 08) and development tool (Microsoft application like ACCESS, Visual Studio) for free. You can visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) and click on the left menu to make request or contact IA Laurent Phung via [PhungL@wlab.edu](mailto:PhungL@wlab.edu).

CS dept. is member of CompTIA education alliance, students can take A+, Network+, Security+ with discount voucher, please contact Laurent Phung via [PhungL@wlab.edu](mailto:PhungL@wlab.edu) or visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) under FAQ.

All other school/class rules will be enforced.

## Important and useful information

**UC/CSU Transfer Honor Credit**-<http://www.wlab.edu/transfer/index.html#honors>

Contact the instructor for honor credit project

**LACCD Student's e-mail system**-<http://www.wlab.edu> -> for student ->e-mail >click on "instruction" and "video"

**Disabled Students Service**-<http://www.wlab.edu/DSPS>

**Job Placement Assistance** contact instructor for eligibility

**Division Web Site** <http://www.wlab.edu/CSIT> : has the following information:

- Division faculty and computer lab open hour
- Requirement for degree and certificate programs
- Job assistance for long-term unemployed, underemployed and veterans
- Discount voucher for CompTIA A+Network+ Security+ Linux+
- Free software download request (Microsoft OS & development tools and VMWare, Microsoft Access)

Requirement for AA/AS degree and Certificate of Achievement in the following tracks:

Degree and Certificate in Computer Science (10 major courses)

Degree and Certificate in Computer Network and Security Management (10 major courses)

Degree and Certificate in Computer Web Support and Database Adm. (10 major courses)

Certificate of Achievement in Computer Network Management (6 courses)

Certificate of Achievement in Information System Security (6 courses)

Certificate of Achievement in Business Application and Database Management (6 courses)

Certificate of Achievement in Web Support and Administration (6 courses)

## College policies

**Academic Integrity (Plagiarism)**

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

### **Student Conduct**

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

### **Recording Devices**

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

**For more information refer to the attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

## **Campus resources:**

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

### **Office of Disabled Student Programs and Services (DSP&S)**

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology.

### **Instructional Support (Tutoring) & Learning Skills Center**

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects.

### **Library Services**

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study.

**for more information refer to attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Services.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Services.pdf)