## Course Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Databases</td>
<td>Timothy Sonnier</td>
</tr>
<tr>
<td>Spring 2016</td>
<td><a href="mailto:tsonnier@dcccd.edu">tsonnier@dcccd.edu</a></td>
</tr>
<tr>
<td>ITSW 1407 – Section 33420/93408</td>
<td>972-860-8031 (email preferred)</td>
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<tr>
<td>Internet Course</td>
<td>A206A – make an appointment beforehand</td>
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</tbody>
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## Course Description

**Introduction to Database**

**Prerequisite:** Keyboarding skills recommended.

**Course Description:** Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

Textbook is Microsoft Office Access 2013 Complete - In Practice ISBN [9781259166853](#)

**Purchase options:**

The textbook is available in the Cedar Valley College bookstore.

**You must purchase as stated above from the CVC Bookstore to receive a SimNet Lab Student Code. You cannot pass this class without the SimNet Lab Student Code.**

**Note:** A minimum of 9 hours per week should be devoted to course material outside of class time

## Course Prerequisites

None

## Disclaimer

– The instructor reserves the right to amend this syllabus as necessary.

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### Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication

### Student Learning Outcomes

- Discuss databases and database terminology
- Demonstrate knowledge of Microsoft Access
- Apply knowledge of Microsoft Access

### CVC Learning Signature

CVC’s Learning Signature is **One College Transforming Lives.** Cedar Valley College establishes clear **expectations** for students through **engagement** and **empowerment** leading to **excellence.**

CVC Faculty and Staff expect students to:

- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:

- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

**Course Outline**

For maximum success in this course you should spend a *minimum* of 9 hours per week working on course material.

See the attached schedule for details on the coursework.

**Evaluation Procedures**

All assignments will incur penalty points for each day or week beyond the due date that they are received. Assignments received late but no more than one week late will receive half credit. Assignments turned in more than one week late will receive a grade of zero points. Check your course schedule for the final time and date by which all work must be submitted. There will be no exceptions made to this rule.

Print the course schedule and place it by your computer so that you can easily determine when your assignments are due. The course schedule is designed to help you pace yourself and remain on task so that you do not fall behind.

As you can see from the grading system, your grade will come from labs and exams.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Exercises</td>
<td>60</td>
</tr>
<tr>
<td>Exams</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

**Grading Scale**

Grade:  
(A) = 90% - 100%  
(B) = 80% - 89%  
(C) = 70% - 79%  
(D) = 60% - 69%  
(F) = 59% or below

**Exams and Assignments**

The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

The course will include the following elements:
Four lab assignments, each valued at 15% of the grade
Four examinations valued at 10% of the grade
The weighted average score on these elements determines the final grade.

**Service Learning**

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.
Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access:
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:
http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy

In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class, in advance except in the case of emergencies.

Tutoring Services

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front
QUALITY ENHANCEMENT PLAN
Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:
http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:
Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.