



**South Portland, Maine 04106**  
**Computer Technology Department**

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<b>Title: Introduction to Databases</b>	<b>Catalog Number: CMPT110 –On-Line</b>
<b>Credit Hours: 3</b>	<b>Total Contact Hours: 45</b>
<b>Lecture (or Lab): Lecture/Lab</b>	<b>Instructor: Wendy Plourde MEd, Associate Professor</b>
<b>Office Hours – Location: CEC108 Mon, Wed</b>	<b>Contact Information: wplourde@smccme.edu</b>
<b>4:00pm – 5:00PM</b>	<b>Please use CMPT110 in the subject line</b>

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Web Site : <http://plourde.smccme.edu>

## Syllabus

### Course Description

This course provides an introduction to Databases using Access 2007 as the interface tool. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub forms; and creating an application system using the Switchboard Manager. This course will utilize working in groups to emphasize how to plan, create and implement a project in the business setting. A student can expect to spend 4 hours on homework outside the classroom a week. Students registering for this course are expected to be familiar with the common functions of microcomputer operating systems and applications.

### Course Objectives

Students completing this course will be able to create relational databases, query those databases and create reports and forms to interact with the database.

### After successfully completing the course, the student will be able to:

1. create and maintain a database using Access.
2. create and use relational databases and key fields.
3. create reports, forms and queries using both the wizard and designer in Access 2007.
4. create an application using the Switchboard Manager.
5. demonstrate all of the above requirements in a final project..

## **Learning Outcomes**

This course seeks to develop the following core abilities:

### *Global Awareness / Diversity –*

- Identify resources and strategies needed to problem solve and/or achieve goals inclusive of diverse perspectives and experiences.
- Demonstrate the ability to work collaboratively with people from diverse backgrounds in pursuit of a common objective or goal utilizing interpersonal skills that are essential to team building, conflict resolution and cross-cultural communication.

### *Critical Thinking –*

- A student can interpret information logically by selecting and organizing relevant facts and opinions and identifying the relationships among them.
- A student can analyze an issue or problem by separating it into its component parts and investigating the relationship of the parts to the whole.
- A student can synthesize information by combining ideas from multiple sources to come to an independent conclusion.
- A student can evaluate information by making informed judgments as to whether the information is accurate, reliable or useful.
- A student can apply theory to practice.

### *Communications –*

- Demonstrate a command of the English language
- Identify and extract relevant data from written and oral presentations

### *Quantitative Methods –*

- Recognize problems that can be solved with quantitative methods
- Identify the quantitative components of a problem
- Select and appropriate mathematical method to solve a problem
- Demonstrate accurate computational and/or algebraic skills to solve a problem
- Estimate the reasonableness of answers to problems

## Weekly Learning Objectives

Week 1	to understand how to install and configure Access 2007 for use in class to understand the basic directory layout to be able to logon to the CEC04 server
Week 2	to understand what a DBMS is to use Access 2007 to create a database
Week 3	Quiz 1 to build and test queries on a database to be familiar with SQL view
Week 4	to use Access to maintain a database.
Week 5	to understand one-to-many relationships Task 1
Week 6	to create Reports using Access
Week 7	to understand and use different data types in Access
Week 8	to understand many-to-many relationships
Week9	Task 2
Week10	to import selected fields from a csv file into a new database.
Week 11	to understand the use of macros in Access to be able to build a switchboard application
Week 12	to understand how to build a query using SQL
Week 13	to use advanced report techniques in Access
Week 14	to use advanced form techniques in Access
Week 15	Task 3
Week 16	Presentation of Final Projects

## Course Requirements

Students will create 1 final project, perform 3 tasks during scheduled class times. Projects will mirror the in class exercises or online YouTube videos and Tasks will be on what has been practiced in the assignments or labs.

## Student Evaluation and Grading

Tasks	40%
Assignments	20%
Final Project	25%
Attendance/Participation	15%

A	93 - 100	C+	77 - 79
A-	90 - 92	C	73 - 76
B+	87 - 89	C-	70 - 72
B	83 - 86	D+	67 - 69
B-	80 - 82	D	63 - 66
		F	62.999

### **Text, Tools and / or Supplies**

Microsoft® Office Access 2007: Comprehensive Concepts and Techniques ISBN 13: 978-1-4188-4341-0  
 ISBN 10: 1-4188-4341-5. You should have a notebook for taking notes and a writing instrument. It is mandatory for in class students and strongly recommended for on-line students to have a USB drive to store copies of all assignments and work. And please always bring your sense of humor!

### **End-of-Course Evaluation**

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

### **ADA Syllabus Statement**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798

If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the disability services coordinator, Mark Krogman, who can be reached at 741-5629.

Further information about services for students with disabilities and the accommodation process is available upon request at this number.

## **SMCC Pay-for-Print Policy**

Students can print 150 pages per semester free of charge. If you print over 150 pages, you will be charged 10 cents per page to your student billing account for tuition and fees.

Leftover pages from each semester will not be rolled over to the following semester.

The College's pay-for-print system monitors printing on all public printers (i.e. those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Each time you log-in to the system, the print station displays the remaining print quota. Once the printing quota has been exceeded, users will be charged \$ 0.10 per page or \$.05 per side if the printer prints on both sides on their student accounts on a monthly basis. Color printouts will be charged at 11 page units. This means each color printout will count as 11 pages toward the quota and will cost \$1.10.

## **Add-Drop Policy**

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

## **Withdrawal Policy**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

## **Plagiarism Statement**

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.