

**Computer Science Department at the University of Alabama**  
**CS 302 Computerized Database Systems (3 hours)**  
**Course Syllabus**  
**Spring 2013**

**Instructor Information**

Instructor Name:	Dr. Hazel Freeman
Office Location:	110 Houser
Office Hours:	There are no office hours for online students.
Phone:	(205) 348-1661
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**Course Description**

Microsoft Access has become one of the most powerful and popular applications in the Microsoft Office suite of applications because it provides both beginning and professional database developers a cost-effective way to leverage key database functionality with an easy-to-use graphical interface. This course will introduce the concepts associated with database software, as well as standard commercial applications of this software to real-world applications. Additionally, the use of conventional programming languages to supplement the facilities associated with commercial database packages will be overviewed. The main topic covered will be Fundamentals of Access database systems. Computer Proficiency is required for a passing grade in this course.

**Course Prerequisites and Corequisites**

CS 102

**How to Succeed in this Class**

To succeed in this class you must be able to read, understand what you have read, follow directions, use the computer extensively to complete chapter, content-based assessments, lab assignments, quizzes, and test, and take the final examination, all in a timely manner. This course is designed for non-majors wishing to learn more about the use of spreadsheets in a wide variety of applications.

**Learning Outcomes**

Upon the completion of this course, the student should be able to:

- Create a database
- Create queries, forms, and reports from a database
- Enhance a table's design

- Integrate Access with the Web and with other programs
- Define table relationships

### **Required Texts**

The required text for this course is a Pearson Custom Program for CIS. The title of the text is *CS 302 Computerized Database Systems*, published by Pearson Prentice Hall. The ISBN 9781256021681(9781256021698). The text can be ordered through the [SUPE Store](#).

### **System Requirements**

This course requires:

- A high-speed Internet connection
- Windows Vista or XP
- Microsoft Access 2010

You will also need the following [free multimedia plug-ins](#):

- Adobe Reader
- Flash Player
- PowerPoint Viewer
- QuickTime, RealPlayer, or Windows Media Player

You must have speakers installed and working properly on your computer before beginning the course.

You will need access to Microsoft Word, PowerPoint, and Excel to complete assignments. If you do not have access to the Microsoft Office applications, you may download the [Open Office Freeware](#), an open productivity suite. You will be able to complete your assignments using this freeware and save your files with Microsoft Office file extensions.

### **Minimum Student Technical Skills**

Participation in an online course requires some basic knowledge of computer technology. You should be able to:

- Navigate and use Blackboard Learn (see [Blackboard Help](#) if you need assistance).
- Understand basic computer usage, including keyboard, mouse, CD drive, and printer.
- Access the Internet via DSL, cable modem, or a network interface.
- Use the computer operating system (Windows/Mac OS) to:
  1. Create folders.
  2. Find, copy, move, rename, and delete files.

3. Launch, run, and switch between software applications.
- Use a word processing program to (see [Word 2010](#) or [2007](#) tutorials for PC users; [Word 2011](#) for Mac users, if you need assistance):
    1. Create, format, edit, spell check, save, print, and retrieve a document.
    2. Cut, copy, and paste information within and between documents.
    3. Save a word processing document in text or rtf format.
  - Use a web browser to:
    1. Open, print, and/or save web pages to a local or removable storage drive.
    2. Open and save Adobe Acrobat files (PDF files).
    3. Create, maintain, and manage a list of web pages (Favorites/Bookmarks).
    4. Use a search engine's basic features to find information on the web.
  - Download and install programs from remote servers.
  - Use email to:
    1. Send, receive, store, and retrieve messages.
    2. Send, receive, and open file attachments.

### Technical Support

To obtain assistance with technical issues (removing pop-up blockers, opening pages or quizzes, etc.), or if you are unable to see the course content or have other questions regarding the course itself, please visit the [College of Continuing Studies Online Course Technical Support Site](#) to submit a request or call 205-348-9157 (Toll Free: 1-866-205-1011).

### Course Presentation

This course consists of 7 modules, which will require students to read the textbook, complete practice tutorials, submit myItlab assignments, and take quizzes and tests through myItlab.

### Course Schedule

See the [course schedule](#) for a list of module topics, assignments, and due dates. Please refer to the [UA Academic Calendar](#) for other important due dates.

### Grading

Assignment	Grade Percentage
Grader Project [Homework](7)	30%
Quizzes (End of Chapter Quiz) (7)	20%
Exams(Skill-Based Exam) (7)	30%
Final	20%
<b>Total</b>	<b>100 %</b>

## Grade Description And other Information

96.5-100 = A+	<p><b>All End-of-Chapter Quizzes, Grader Projects [Homework], and Skill-Based Exams Must be completed by 10:00 AM on the due date.</b></p> <p>=====</p> <p><b>The Assignment due dates are on the course calendar (not the myitlab).</b></p>	<p><b>MYITLAB Course ID:</b></p> <p><u>CRSABGJ-460278</u></p> <p><b>MYITLAB Course Name:</b></p> <p><b>Freeman CS 302</b></p> <p><b>Spring 2013</b></p>
91.5-96.4 = A		
89.5-91.4 = A-		
86.5-89.4 = B+		
81.5-86.4 = B		
79.5-81.4 = B-		
76.5-79.4 = C+		
71.5-76.4 = C		
69.5-71.4 = C-		
66.5-69.4 = D+		
61.5-66.4 = D		
59.5-61.4 = D-		
00.0-59.4 = F		

## Suggested Study Methods

To succeed in this class you must be able to read, understand what you have read, follow directions, use the computer extensively to complete tutorials and lab assignments, and take the exams in a timely manner. This course is designed for non-majors wishing to learn more about the use of spreadsheets in a wide variety of applications.

## Exams

Online students please be advised — Once you have answered an item on the exam you cannot return to that item. There is a 1 minute time limit for online students between each question. If time runs out, your exam will not be reset. There is a comprehensive Final Exam for this class. There is no training for the comprehensive Final Exam. See the [course schedule](#) for tentative dates for the exams.

## Course Topics

- Using the Common Features of Microsoft Office 2010/Getting Started with Access Databases
- Sorting and Query a Database
- Forms, Filters, and Reports
- Enhancing Tables
- Enhancing Queries

- Customizing Forms and Reports
- Integrating Access with Other Applications

### **Assignments**

All assignments should be completed by the student with no assistance from anyone other than that obtained from the instructor of the course. NOTE: Each assignment builds on previous assignments, which makes it imperative that all assignments are completed in the order assigned. Please do not use the excuse: "I was working on my friend's computer and accidentally uploaded their work". Check your work before uploading.

### **Submitting Assignments**

All GRADED assignments will be submitted using the myItlab. A tutorial is available in the myItlab. You must submit assignments on time. Non-GRADED work will be submitted using Blackboard Learn. Please note: from time to time I have used these submissions as bonus points.

### **Policy on Make-Ups**

There will be no re-opens for any work. If you miss the upload date a grade of zero will be assigned for any missed work including quizzes and exams. Although the assignments/assessment may remain open, you cannot complete late work for a grade.

### **Netiquette**

**Student-to-Student Etiquette:** There are course expectations concerning etiquette or how we should treat each other online. It is very important that we consider the following values during online discussions and when emailing fellow students:

- **Respect:** Each student's viewpoint is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way.
- **Confidentiality:** When discussing topics, be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.

**Student-to-Instructor Etiquette:** In addition to the above values, I expect that each student will submit completed assignments in a timely manner.

**Instructor-to-Student Etiquette:** Students can expect that the instructor will also follow the values listed above by checking and responding to emails and grading assignments in a timely manner.

### **Email**

Unless otherwise noted, you should contact your instructor using only the email address given above (with "CS 302" in the subject line.) Common procedural or curricular

questions that arise each semester are answered on the syllabus. If you are unable to find the answers you need, you may contact the instructor via email. Be sure to follow the course netiquette rules mentioned above when composing emails.

### **Library Services**

All students, those on campus and at a distance, have access to the resources available at the UA Libraries. Please visit the [UA Libraries Distance Education](#) web site for more information.

### **Writing Center**

The [University of Alabama Writing Center](#) provides professional writing tutoring to all UA students, graduate and undergraduate. They can help you with both general writing skills and more discipline-specific forms of writing at any stage of the writing process. They provide [writing guides](#) and other helpful resources.

### **University of Alabama Policies**

**Academic Honor Code:** All students in attendance at The University of Alabama are expected to be honorable and observe standards of conduct appropriate to a community of scholars. The University of Alabama expects from its students a higher standard of conduct than the minimum required to avoid discipline. At the beginning of each semester and on tests and projects, at the discretion of the instructor, each student will be expected to sign an Honor Pledge. The Academic Honor Pledge reads as follows:

I promise or affirm that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at The University of Alabama. I have read the Academic Honor Code, which explains disciplinary procedures that will result from the aforementioned. I understand that violation of this code will result in penalties as severe as indefinite suspension from the University.

**Code of Academic Conduct:** Academic misconduct includes all acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following acts, when performed in any type of academic or academically related matter, exercise, or activity: cheating, plagiarism, fabrication, and misrepresentation.

**Compliance with the Americans with Disabilities Act:** In keeping with its mission and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The University of Alabama is committed to providing persons with disabilities an equal opportunity to participate in and benefit from all programs and services conducted or sponsored by the University. See the [Office of Disability Services](#) web site for more information.

For more information on The University of Alabama student policies, see the [Student Handbook](#).

### **NOTE**

Assignment sheets and course content are subject to modification when circumstances or sound pedagogy dictates and as the course progresses. If changes are made, you will be given due notice.