



DATABASE

Date 6/8/10

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3 - 0 - 3.0

COURSE NUMBER: CPT 242

PREREQUISITE(S): CPT 244 with grades of "C" or better.

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database. A microcomputer database package will be used.

TEXTBOOK(S): Business Objects Crystal Reports 2008, Basics, ILT Series.
AXZO Press Publisher. ISBN: 1-4260-9750-6

Microsoft Office Access 2007, New Perspective
Comprehensive. Adamski & Finnegan. Course Technology.
ISBN: 1-4239-0589-X. Bundle #1-1112-8597-7

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: USB Flash Drive (min. capacity 64 Mb.)
Student should have access to Blackboard @ SCC.
Read protocol on WEB_CT for submitting files to instructor.

METHOD OF INSTRUCTION:

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Tests (3 Tests)	=	30%
Projects (12 Labs)	=	50%
Final Exam	=	20%
	=	<u>100%</u>

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with

written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB
PROCEDURES:**

Five points will be deducted for each day a class exercise or project is late. One test (agreed by instructor) can be missed and replaced with final exam grade with 10 points deduction.

The following resource centers are available to students of Spartanburg Technical College. Please visit, call or consult the College's website to determine the hours of operation.

Resource	Location (East Building)	Phone Number
Advising Center	E-1	592-4990
Open Computer Lab (OCL)	E-5	592-4968
Tutorial Learning Center (TLC)	E-2	592-4715
Testing Center	E-3	592-4966

No smoking, drinking or eating is permitted in the classroom or lab at any time!

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check STC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Department Chair

Marcia Schenck
592-4839
schenckm@sccsc.edu

**COURSE OUTCOMES
& OBJECTIVES:**

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

- I. Understand the information processing steps
 1. Understand Capture Data concept
 2. Analyze Sorting data process
 3. Describe Processing Data steps
 4. Identify Communicating Information
 5. Understand the Database concept, Tools, Tables, Queries, Macros, Forms, and Reports
 6. Describe the Database Management System (DBMS)

- II. Identify the data and data type for database
 1. Describe the redundant data
 2. Describe the inconsistent data
 3. Understand inflexibility of data
 4. Understand limited sharing of data
 5. Describe the relational database
 6. Decide what is the purpose of the database
 7. Determine the information requirements of the database

- III. Determine the requirements for a database system for an organization
 - 1. How to collect information about an organization
 - 2. Specify information about the activity of the related department
 - 3. Understand what methods must be used to collect information
 - 4. Understand the existing system and documentation
 - 5. Understand the business rules
 - 6. Learn guidelines about Microsoft Access naming standards

- IV. Design Entity-Relationship Modeling
 - 1. Understand the entities (tables)
 - 2. Understand attributes (fields, primary key)
 - 3. Define the relationships between the table
 - 4. Understand Cardinality

- V. Understand the Normalization and design the database
 - 1. Understand first, second, and third normal forms
 - 2. Create a physical database with proper tables
 - 3. Specify primary key and foreign key for each table
 - 4. Establish relationship between tables
 - 5. Learn how to import data from another source

- VI. Understand basics about Crystal Reports XI
 - 1. Understand Crystal Reports environment
 - 2. Understand Creating, Viewing, and saving reports
 - 3. Learn how to modify existing crystal reports
 - 4. Modify reports layout
 - 5. Learn the Help features

- VII. Understand complex functions in Crystal Reports XI
 - 1. Understand formatting reports
 - 2. Understand sorting reports
 - 3. Learn about grouping and summarizing reports
 - 4. Learn how to apply formulas into reports
 - 5. Learn how use exports and wizards

- VIII. Learn about advanced features of Microsoft Access database 2007
 - 1. Create advanced access database reports
 - 2. Learn how to manage access database objects
 - 3. Understand the concept of Macros
 - 4. Create Switchboard for the access database
 - 5. Create modules and Visual Basics Access (VBA)

- IX. Understand methods to manage Microsoft access database 2007
 - 1. Create backups for access database
 - 2. Learn how to convert the access database
 - 3. Learn how to split the database
 - 4. Understand encrypting a database
 - 5. Setup password for the database