

ITM106 - Database Topics

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Semester: Summer, 2009
Office: B308-K
Office Hours: 8:00-10:00 in B209 (M-Th), and By Appointment
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Before beginning this class, you must do the following:

1. **Update your Bronco Web preferred email address.** The default is your Boise State email. If this is not the email you use, go to Bronco Web and change the preferred email to the email you use on a regular basis. If you have trouble doing this, see me during my office hours for assistance. Email from this course will be sent through Bronco Web. Telling me you did not receive this is not an excuse.
2. **Set your email address to identify you by your name, or include in the subject line your name and all other required information.** All emails that do not identify you by name, either in the address or the subject line, will be deleted immediately. In others words, if I receive an email from happyme@msn.com, or something similar, which does not identify who you are or your name is not in the subject line, this email will be deleted without being read.
3. **Include a subject line that tells me why you are sending the email.** Subject lines should give the recipient an idea as to why the email is being sent. Many people will not open emails if the subject line does not identify the purpose of the email. Any e-mail without a subject line will be deleted without being opened
4. **All homework must be completed by the due date or you will not receive credit.** Extenuating circumstances will be determined by me on a case by case basis.

If you have any trouble understanding any of the previous four steps, you need to see me immediately, or come to the office hours listed on this syllabus for

assistance in understanding these items. This is a 3-week class so get everything straight in your mind during the first day.

COURSE DESCRIPTION

This online course is an application of microcomputers using current productivity software. Particular attention is devoted to problem solving with databases. Students will learn to use one of the most commonly used spreadsheet software - Microsoft Access 2007. In addition to hands-on experience, students will learn computer concepts related to computers.

Important WebSite:

<http://ultimatestealdeal.com/default.aspx>

Allows you to purchase Microsoft Ultimate Office 2007 for \$59.95

Myitlab

Myitlab is a training and testing software packaged that has been developed by Prentice Hall for Office 2007. Before accessing your course content in myitlab, you will need to register during the first day of class (which means you must have your books purchased by the first day of class) using:

1. A student Access code, which is included in your myitlab package that is part of your package purchased at the bookstore. If you already have a myitlab account you will not need an additional Access code.
2. Your email address
3. The myitlab Course ID for this course which is **CRSABFS-414924**

Please follow the instructions given in class to register for the class. All assignments will be listed in myitlab by week. For example, you will need to click on Week 1 in your myitlab account and do everything listed there.

Types of homework that will be listed in myitlab.

1. Tech in Action homework – A link to the Study Guide. You will need to read the chapter prior to going to this link. Once the website loads, click the Online Study Guide link to the left, complete the study guide and submit your results. Check your score based on the following information. You are able to use your book to assist you with this study guide. You need to get an 80% or better to get credit. If you do not get an 80% or better, redo it before you submit it. Once you have a score of 80% or better, press the Print Screen (Prnt Scrn) button on your keyboard. This will place the results in the clipboard. You will not see anything happen when you do this. Open Word, and then Paste the results in your Word file. Save this file somewhere on your computer or on a personal storage device if using the lab. Please make sure you know where you saved the results. Return to myitlab in the current week, open the Tech in Action upload drop box, and follow the instructions and browse for the Word file that you just saved. Follow the instructions and place your file in the drop box. When you do this, you will see a score of 0/15 because we then need to go in and retrieve your file, check the 80% or better and then assign points. After we have done this, you will see a correct score in your myitlab gradebook under the current week. It may take a week for this grade to appear.

2. Exploring Access 2007 homework. Listed in myitlab are Audio PowerPoints for this chapter. These are optional but if you choose to go through them, you should complete this before doing the Access Chapter Skill-Based Training. The training is a tutorial that enables you to continue to learn the material at your own pace. The training is part of myitlab so the scores are submitted automatically. There will also be a capstone project that you must do from the end of the chapters in the actual Exploring Access 2007 book. The project and page number that you are to complete are referenced in myitlab, and the instructions to complete these are given in the Exploring Access book. The projects may reference a file that you need to open. These files are located on the CD included at the back of your Exploring Access 2007 book. They are also stored in the computer lab in B209 on the Student Data drive. All lab assistants can help you find these if you have problems. You will need to upload your completed project to the drop box for Exploring projects following the instructions give in Number 1 above.

COURSE INFORMATION

This course is a hybrid course, as listed in the Schedule of Classes. You will meet with an instructor the first day of class, Monday, May 18, take the Technology in Action exam on Tuesday, May 26 and the Access exam on Thursday, June 4. Information on the two exams is given below in Examination Policy.

My office hours (lab sessions) are listed above where you can get assistance if you are fairly new to computers or feel somewhat uncomfortable with a hybrid format.

You are not required to attend the lab sessions after the first day, but it is recommended for new users or students who are new to a hybrid format and are having trouble understanding the syllabus and what is expected of you.

General communication after the first day will be through Blackboard Announcements and Bronco Web e-mail. Please make sure that you have a current e-mail address in Bronco Web that is not full. (See Step 2 above in Read this first). If you fail to receive e-mails because your e-mail account is full or is not one that you check regularly, this does not relieve you from any information provided in that e-mail.

Please check Blackboard for announcements and e-mail through Bronco Web regularly for any information that I may need to provide to you. There will be weekly assignments. These are listed by week in the training and software package that we will be using called myitlab (discussed earlier in the syllabus).

You will be learning Access through step-by-step instructions in the Exploring Access 2007 textbook and myitlab, a self-paced tutorial.

TEXTBOOK

Technology in Action Complete, 6th Edition, Evans, Martin and Poatsy, Prentice Hall, 2009.

Exploring Microsoft Office Access 2007 Comprehensive, A Custom Edition for Boise State University, Prentice Hall, 2009.

Access Code for myitlab.

GRADING

Point System: total assigned points; 430 total possible points.

Final Access Exam - 100 points

Final Technology in Action Exam - 50 points

Myitlab Access Quizzes – 20 points - 2 quizzes at 10 points each (timed for 20 minutes)

Myitlab Access 2007 Chapters (Includes Training) - 120 points

Exploring Access 2007 Projects - 80 points

Technology in Action Study Guides - 60 points - 4 study guides at 15 points each

GRADING SCALE

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Less than 60%

I do not give + and – in this course. You will receive either an A, B, C, D, or F in this class.

Examination Policy

There are two examinations (one for the Access 2007 portion of the class and one for the Technology in Action portion of the class).

Final Exam 1:

The Technology in Action exam will be taken in the Business Building (B209), May 26. Will discuss time on first day.

Final Exam 2:

The Access 2007 exam will be taken in the Business Building (B209), June 4. Will discuss time on first day.

Preparing for Examinations

1. Read the Exploring Access 2007 and Technology in Action books. Do all assignments. Complete all assigned training on myitlab and complete the required Practice Exercises at the end of the chapters.
2. Use the Summary, Key Terms, Buzz Words, and Critical Thinking Questions at the end of each chapter of the Technology in Action book as a recap to prepare for the concepts examination. Review all study guides assigned.

Academic Honesty

Students are expected to uphold the school's Code of Conduct relating to academic honesty (see p. 18 of the 2008-2009 Boise State University Undergraduate Catalog). Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted quizzes, examinations, myitlab reports, and Word 2007 projects must be that of the student's own work. Any violations may result in disciplinary action.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and/or suspension or expulsion from the university. **If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.**

For this class, it is permissible to assist classmates in general discussions of computing techniques. Each person, however, must develop their own solutions to the assigned projects, quizzes, exams, assignments, and tasks. In other words, students may not "work together" on graded assignments. This means you will not sit at the same machine and do the work together and print out two copies. Such collaboration constitutes cheating. Each student must do their own computer work. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

COURSE POLICIES

Learning Objectives: Students who successfully complete this course with a grade of C or better should be able to:

1. Understand what is inside the CPU and how do these components work.
2. Know what type of RAM there are.
3. Understand how manufacturers make CPUs run faster
4. Describe the system development life cycle and identify each phase in the cycle.
5. Describe how programmers move from algorithm to code and what categories of language might be used to create programs.
6. Discuss the steps involved in creating a program.
7. Describe what a database is and list its components.
8. List and describe different types of databases.
9. Define relational databases and describe how they manipulate data.
10. Define data mining and how it works..
11. Describe the advantages of a business network.
12. Describe the software required to run client/server networks.
13. Discuss the measures used to keep networks safe and secure.
14. Be able to use Access to create a database, update and maintain the database, input information into the database using forms, and extract data from the database using queries and reports.

The Qualifying Exam

- If you feel you have already acquired good skills using Microsoft Access, you may be able to test out of ITM106. In order to do this, you need to take the ITM106 Qualifying Exam. A schedule of these exams is posted in the ITM & SCM Department and posted on the ITM & SCM homepage. This exam gives no academic credit, but a passing grade allows you to satisfy the ITM106

prerequisite. In order to take the qualifying exam, you may not have taken ITM106 (previously CIS105) for credit or audit in the past. This will nullify any test results. If you are currently enrolled in ITM106 and successfully complete the placement exam, then you must drop the class by May 19 so you will not receive a 'W' on your transcript. If you successfully complete the Qualifying Exam, and you do not drop the class by May 26, you will receive a grade of 'F' for this course.