



# American River College

## CISA 322 Design and Development of Desktop Database Applications Hybrid Course Syllabus Full Term Spring 2012

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Class  
Details:

**Name:** CISA 322 Design and Development of Desktop Database Applications

**Number:** 12962

**Term:** Spring 2012- January 14 - May 9, 2012 (16 weeks)

**Location:** ARC main campus - Liberal Arts Room 126

**Meetings:** Wednesday 6:00 to 8:05 PM plus an online lab component - Hybrid format See [Assignments](#) for details.

**Required Materials:** Microsoft Access 2010, a Windows based computer system with an Internet connection and browser, email client, word processor and Adobe Reader, with permanent file storage sufficient to store class work.

**Textbook:**

<http://www.wrox.com/WileyCDA/WroxTitle/Microsoft-Access-2010-24-Hour-Trainer.productCd-0470591676,descCd-description.html>



**Microsoft Access 2010 24-Hour Trainer**

**Geoffrey L. Griffith, Truitt L. Bradly**

**ISBN: 978-0-470-59167-3**

Policies:

**Independent Work Policy:** Labs, Projects, Tasks, Assignments and Exams are designed to measure the progress of individual students.

Collaborative work in groups of two or more is prohibited unless the instructions specifically state otherwise.

A student must not copy another student's work or import work from another student. Do not allow another student to copy your work. Your work must be independent – Failure to work independently will result in all violators' grades being reduced to zero for that lab, project, task, assignment or exam. Second offense of this policy will be referred to the Area Dean for administrative action. [Top](#)

## Student

### Communication:

**Activate iMail:** Every student is assigned an iMail account at the time of enrollment. If you have not activated your iMail please go to <https://imail.losrios.edu/newstudent/> to activate now.

**Student iMail Accounts:** All class messages will be sent to the iMail address by default. Students may use the forwarding options in iMail or eService Profile option to forward iMail to a personal account. Students may also provide a personal address to the Moodle profile.

The preferred method of communication is eMail (iMail). When sending a message, the SUBJECT line should include the course name, class number, your last name and student ID. **Example:**

<b>To:</b>	<input type="text" value="LarabeC@arc.losrios.edu"/>
<b>Cc:</b>	<input type="text"/>
<b>Subject:</b>	<input type="text" value="course name, class number, your last name - student ID"/>
<b>Options:</b>	<input type="text" value="Attachment"/>

**Example:** CISA 322, 16026, Jones, 0123456

**Subject:** Typically students find email sufficient but you may check my office hours at the URL below or arrange a special meeting if necessary.

**ARC Resources:** ARC's CIS Lab room 152 – every system supports all

software requirements for this class. The lab is available to any enrolled student. Current session hours may be viewed at URL:

<http://web.arc.losrios.edu/~csit/lab.html>

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**Professor  
Information:**

**Professor:** [Charles] Dave Larabee

**Office Location:** Main ARC Campus, Liberal Arts 133 Office 22

**Office Hours:** View scheduled office hours at URL:

<http://www.someprofs.org/~dlarabee/TEMP/Office.pdf>

**Web Site:** <http://www.someprofs.org/~dlarabee/>

**eMail:** [LarabeC@arc.losrios.edu](mailto:LarabeC@arc.losrios.edu)

**Phone:** 916-484-8485

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**Course  
Details:**

**Catalog Name:** CISA 322 Design and Development of Desktop Database Applications 3 Units

**Prerequisite::** CISA 320 with a grade of "C" or better

**Course Transferable to CSU**

**Course Hours:** 36 hours LEC; 54 hours LAB

**Catalog Description:** This course covers strategies for the design and development of desktop database applications. Topics include database objects, data types, data integrity, relational tables, joins, relationships, domain constraints, complex queries, forms, reports, sharing data with other applications, and data maintenance. It may be taken three times for credit with a different version of the software.

### **Student Learning Outcomes**

- analyze needs and determine appropriate data structures and solutions.
- create tables, queries, forms, and reports.
- formulate multiple table queries with complex criteria.
- design forms for data entry and data views.
- interpret data with crosstab queries, pivot tables, and reports.

- build tables by importing delimited data and exporting data for sharing with other users.
- design and implement multiple table data management systems involving custom forms, reports, and labels.
- manage, backup, and repair database objects.

## Grade &

## Attendance

## Policies:

Attendance Requirements: ARC attendance policy for a traditional class states: Students can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. For Hybrid courses the submission of weekly assignments and communications with the instructor will be used as the measurement of attendance. **Students that fail to submit assignments (or any communication, e.g., email or voice mail) for one week, may be dropped from the class.**

Drops: Students unable to complete the course are responsible for notifying the Records Office of their withdrawal. Failure to formally drop the course will result in a final grade of "F". Last day to drop with a "W" notation is April 15, 2012. [http://www.losrios.edu/lrc/lrc\\_startend\\_spring.php](http://www.losrios.edu/lrc/lrc_startend_spring.php)

Student performance and mastery of the material will be measured by submission of five (5) hands-on labs. The highest 4 scores will count for grading. The lowest score of the six labs will be dropped.

Hands-on Labs: Detailed instructions will be provided to guide students in the creation of applications that relate to the course learning outcomes. Each timely submitted lab is worth a maximum of 75 points. Late lab submissions will be accepted for up to 4 days (96 hours). Late submission penalty table:

## Evaluation:

**Lab Submittal Maximum Values:**

			Maximum value for completely accurate submittal					
Ontime			50	60	75	100	125	150
Late by but	Less than	Penalty						
1 minute	24 Hours	20%	40	48	60	80	100	120
24 Hours	48 Hours	40%	30	36	45	60	75	90
48 Hours	72 Hours	60%	20	24	30	40	50	60
72 Hours	96 Hours	80%	10	12	15	20	25	30
96 Hours	N/A	100%	-	-	-	-	-	-

### Evaluation Point Value:

Deliverable	Number	Max Value	Totals
Labs on Access techniques	5 to 10	75 to 150	625
Final Project Design and Database	1	375	375
		<b>Max Possible</b>	<b>1,000</b>

### Grade Scale:

Letter Grade	Equal or Great than	Range
<b>A</b>	85.0%	1000 - 850
<b>B</b>	70.0%	849 – 700
<b>C</b>	55.0%	699 - 550
<b>D</b>	40.0%	549 - 400
<b>F</b>		399 - 000

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**Assignments:** **Mandatory First Class Meeting:** All enrolled students must attend the first class meeting on **Wednesday Jan 18** and be prepared to present a transcript documenting successful completion of CISA 320 to retain their position in the class. Failure to attend or contact the instructor will result in withdrawal. Wait list students should attend the first class and will be issued permission numbers until the class maximum is reached.

The class has a sixteen week delivery schedule with a hybrid format. The

student is expected to complete substantial portions of the assignments outside the class meeting times using personal computer systems or the CIS lab room 152.

**Class Organization:** This class uses the [Moodle Course Management System](#) for all assignments and communication. Assignments and activities are listed by week. Study Guides and Labs are controlled by this system. This course DOES NOT use Desire to Learn (D2L).

An individual Moodle account was established during the Orientation process and every student is required to logon to Moodle weekly to complete and submit the class deliverables.

Weekly commentaries will be provided via Moodle to assist students with mastery of the text material.

**Instructor Labs:** Five(5) labs will be assigned and will require students to apply their Access and relational database techniques and skills to practical small database applications. The point value for a fully correct timely submitted lab will be 75 points.. Late projects will be assessed an accelerated late penalty. (See above for a detailed explanation of the late penalty)

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Final Exam or  
Project

Comprehensive Final Project OR a Comprehensive Final Exam.

Student may select one of two options for the final class assessment.

Final Project option:

With written approval from the instructor a student may create, submit and demonstrate a personal desktop database system.

Using the approved Design documents as a source, the student will create a relational database product that conforms to course programming standards. The database must contain the follow objects and procedures:

- Construct table(s) – core, transactional and domain
- Construct domain lookups and/or links

- Create and document relationships
- Import or link to external data
- Construct select and actions queries
- Construct simple and complex form(s)
- Construct complex report(s) using multiple data sources
- Construct general macro(s) to control navigation
- Construct table macro(s) to trigger events
- Configure database setting

The database must be completed by May 2<sup>nd</sup> and presented to the class that evening.

Students who do not present an approved Final Project will be required to take the Comprehensive Final Exam at 5:45pm on May 9th, 2012.

Typical week study plan:

- Attend weekly lecture on the current topic
- Research lecture topic on the internet
- Review the text material associated with this topic(s)
- Complete lab assignments
- Complete and submit assigned labs

A detailed calendar of class meetings and assignment deadlines is available in the Moodle course management system. All enrolled students are provided a Moodle User Name and Password prior to the first class meeting. Please check your iMail account for this message two days prior to first day of class.

**Mandatory first day attendance:** Wednesday Jan 18 @ 6:00 PM

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Calendar:

Caveat:



The professor reserves the right to change details of this course syllabus with a minimum of advance notice.

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