COURSE DESCRIPTION

The course examines the principles of design and functions of the Relational Database Management Systems (DBMS). The course emphasizes the use of Relational DBMS as an office productivity tool. Other topics include: Evolution of Database Management systems, Entity Relationships Modeling, Design of a Relational Model, Database Integrity Rules, Normalization of Database Tables, Concepts of Data Warehouse and Data Mining and Database Administration.

The course is utilizing Microsoft Access to provide hands on experience of working with a DBMS. During the course students will:
- Create an entity-relationship data model to represent business data requirements,
- translate that model into relational schema,
- build and use a relational database that implements the schema.
- Develop sophisticated Queries, Forms, Reports based on the database.
- Create a Switchboard utilizing built macros to simplify activation of different objects in the database.
- Learn how queries and reports can support the business decision-making processes.
- Create Data Access Pages providing Internet access to databases.
- Learn how to Export data from the database to another Office application and Import data to Access.
- Develop a working knowledge of a Database Management System, MS Access 2007)

COURSE MATERIALS

Required Text and Materials

3. A personal storage device (Flash Drive)
4. Portfolio notebook to organize and submit assignments

PREREQUISITES

MIS 220
COURSE REQUIREMENTS

1. Each student will be expected to complete a series of lab assignments during the semester.
2. There will be two in-class exams Midterm and a Final.
3. Students must plan to spend a minimum of 3 hours per week outside of class to work in the computer lab or at home to finish their projects by the deadlines.

COURSE PLAN

<table>
<thead>
<tr>
<th>Project/ Chapter</th>
<th>Text Book</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>PC Windows and Office 2010 Concepts and Skills Desktop, Mouse, Online Help, Disks, Files, Folders and Printer Management Introduction to Databases, Database Management Systems</td>
<td></td>
</tr>
<tr>
<td>Chapter 1</td>
<td>Shelly Cashman Pratt</td>
<td>Creating a database using Table Design and Datasheet views File Systems and Databases</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>Rob Coronel</td>
<td></td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Shelly Cashman Pratt</td>
<td>Querying a database using the select query window Relational Database Model / Entity Relationship Diagrams</td>
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<tr>
<td>Chapter 2</td>
<td>Rob Coronel</td>
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<tr>
<td>Chapter 3</td>
<td>Shelly Cashman Pratt</td>
<td>Maintaining the database using the Designing and update features of Access Normalization of Database Tables</td>
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<tr>
<td>Chapter 3</td>
<td>Rob Coronel</td>
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<tr>
<td>Chapter 4</td>
<td>Shelly Cashman Pratt</td>
<td>Reports, Forms, And Publishing Reports to the Web Business Intelligence/Data warehouse</td>
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<tr>
<td>Chapter 4</td>
<td>Rob Coronel</td>
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<tr>
<td>Integration</td>
<td>Shelly Cashman Pratt</td>
<td>Integrating and linking Excel worksheet into access</td>
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<tr>
<td>Features</td>
<td>Rob Coronel</td>
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<tr>
<td>Chapter 5</td>
<td>Shelly Cashman Pratt</td>
<td>Enhancing Forms with OLE Fields, Hyperlinks and Subforms, Databases and the Internet</td>
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<tr>
<td>Chapter 5</td>
<td>Rob Coronel</td>
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</tr>
<tr>
<td>Chapter 6</td>
<td>Shelly Cashman Pratt</td>
<td>Creating and using Macros, Combo Boxes and Switchboard Database Administration</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Rob Coronel</td>
<td></td>
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</tbody>
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COURSE EVALUATION

Course evaluation will be based on performance on exams and assignments.

Exams
Exams will involve the development of and working with a database using the tools acquired through the Projects.
Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested in advance of the in-class exam.

Lab Assignments
Lab assignments must be submitted on or before the due date and time. Late assignments will be awarded a 0 for that assignment. Any disk submitted for grading and contains a virus will receive a 0 for that assignment.
Excused absences must be requested in advance of the assignment deadline. Assignments will be graded on professionalism, accuracy, style and completeness. Details of the lab assignments will be provided separately.

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**GRADING POLICIES**

The final grade for this course will be determined by the following percentages:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>35%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
</tr>
<tr>
<td>Assignments/</td>
<td>30%</td>
</tr>
</tbody>
</table>

Course grades will be assigned as objectively as possible, according to the following scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 0 - 59% = F

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**COURSE POLICIES**

**Attendance Policy**

You are expected to attend class regularly. No absences or any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning computer software applications. Unexcused absences from exams and quizzes will result in a score of 0 for that test.

**Lab Work and Assignments**

You are allowed to work with a lab partner on the lab assignments, but you must personally use the keyboard, or mouse for all keystrokes/mouse actions to complete the assignments. All work submitted must be your own.

**Student Responsibility**

If an emergency prevents you from attending class, it is your responsibility to obtain notes from a classmate and study them for understanding. If the notes and the text do not provide sufficient explanation, please see the instructor during office hours.

If you need to leave class early please let the instructor know before the class begins.

The responsibility for obtaining and completing all missed work rests solely upon the student.

**Classroom Conduct**

You are expected to be punctual, alert, and prepared for the class. You will be considerate of other students, which includes being quiet for the duration of the class period except when you have something to contribute to the class.
Please ask questions in class. If you are confused, more than likely several classmates are too. If you need extra help, please schedule an appointment in advance so the instructors can schedule their time efficiently.

**Ethics/Honor Code**

The most frequent violations of the code and policies include but are not limited to:

- Copying or sharing a file or any portion of a file from another student
- Sharing or allowing another student to copy your files or any portion of a file
- Duplicating or distributing copies of copyrighted software program
- Unauthorized access or use of university computers, computer systems or computer network
- Creating, sending or distributing electronic chain letters
- Using a disk containing a virus in the computer lab, computer system or distributing the virus on the computer network
- Using the university computers, computer system or computer network to view or distribute profanity or objectionable material

*Students should visit and be familiar with Academic Integrity at Rutgers, [http://academicintegrity.rutgers.edu/integrity.shtml](http://academicintegrity.rutgers.edu/integrity.shtml) and adhere to the RBS Honor Pledge that states:*

*“I pledge, on my honor, that I have neither received nor given any unauthorized assistance on this examination or assignment.”*