



Peru State College
CMIS 420 Database Development and Programming
Syllabus – Spring – 2012

Instructor: Bradley P. Griffin
Office Hours: 8:30 to 9:30 am M/W
10:00 to 11:30 am TR
1:00 to 2:30 pm Fri
Other hours including virtual available upon request

Office Telephone: 402-872-2259 (please use email for faster response)
Better Number I am using a Google Voice number also – 402-497-1320
Skype Skype address bradleyppgriffin
Facebook www.facebook.com/bradleyppgriffin
Email Address: bgriffin@peru.edu -please use phrase dbdev in subject line for email routing.

Required Textbook: Jerry Post – Database Management Systems 5th ed.
Note this is available only online from www.jerrypost.com. You will also need an admit code to join the class at this site – that code is cmis420 – no spaces.

Please also download the workbook for Access 2007. The cost for the textbook and online web content is only \$10.

Required Software: Microsoft Access 2010 – note if you do not have it can be obtained through our MSDN program. Other software will also be provided for usage.

A text editor capable of output in .doc format.

Course Description & Objectives

This course is a study of the methods used to store and access data. Database models are developed using various software platforms including the usage of Microsoft Access as a RAD (Rapid Application Development) tool. Other topics include data security, normalization, and database design for Internet interaction.

Prerequisites: CMIS 101 and a willingness to learn

Upon completion of this course you should be able to:

- 1. To design and build business applications using database management systems.**
- 2. Learn about normalization.**
- 3. Students learn how to write queries in SQL.**
- 4. Contemporary applications and uses of databases in a business environment**

At the beginning of the course, we will discuss how these objectives fit into the College's and School's mission and goals. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Expectations & Instructional Approach

This course is a blended combination of students. Some students are enrolled online, and others are enrolled for the on campus section. Because we want to give all students maximum flexibility, there are no points for attendance. There are however weekly assignments including reading, quizzes, and other assignments. I do expect you to read and study the assignments located on Blackboard including additional hints/tips. See below for more information on this being a “blended” classroom. This is a substantial and rigorous course; however those who keep up with assignments, study, and ask questions where appropriate will do well.

We will be using several methods to submit material into the Blackboard; however no written assignments will be accepted from email. This is for your protection as my spam filters will often strip out attachments, and you really do want me to grade your assignments. Really. In addition, many email clients will also strip out the Microsoft Access database files as they can be used to hide unpleasant software. Please do the assignments and submit via Blackboard. Your grade will thank you. This is also the reason for putting **dbdev** in the subject line to correctly route your email. This is especially true when I am checking email on my phone as only email with the proper subject lines will be downloaded to my phone.

Many resources for additional information will be posted on Blackboard. One important area for this class will be the discussion boards. In addition to graded questions and answers, there will be the Teachers Corner, where you are encouraged to ask any questions that are not confidential in nature. If you have a question, most likely others have the same or similar question. Do not use this to copy solutions or answers, as this will not be tolerated. This resource, as is everything in this course, designed for both the on campus and online students. You are also welcome to help assist your fellow students on the Instructors Corner if you know the answer before I am able to respond. I advise you to visit and participate in this area as often as possible. I will make it available to subscribe to this forum, and you can get an email link when any one posts. This can be a great tool as often one question leads to another, and before you know it learning sneaks up on everyone!

The discussion boards will also be used to host graded questions weekly. In addition to responding to the original post, you will also need to make a thoughtful response to a fellow classmate. These requirements may change depending on the topic, so make sure you read the instructions carefully. “I agree”, “Good Post”, “Way to go”, are not substantial and will not score any points. There will be additional material related to the requirements posted in Blackboard. There will be 2 due dates for discussion board questions, Thurs of the week for an initial response and Tuesday for your responses to classmates.

This class will end each academic week on **Tuesday at 10:00 PM CST**. All chapter quizzes (note that not every week will have a quiz so pay attention!) will be due at that time with no exception. Some of the quizzes may take significant time, so plan your week. Certain assignments may have other deadlines, and these will be posted to Blackboard as an announcement. Please make sure you check your email and Blackboard on a daily basis.

One piece of advice is to start early in the week on the assignments and readings. This gives you more time to get a response to a question or use additional resources. There is also an advantage to posting discussion board responses early as this gives others the chance to feed upon your wisdom and insight. Please do not wait until 9:30 pm on Tuesday to begin your studying for this course! Even though we do not all physically meet for class, it might be helpful to set up times during the week devoted to working on this course. I am still taking additional courses, and it is a technique I use.

ALL students regardless of whether they are enrolled online or on campus are welcome to attend the Friday class sessions. These will not be conventional “chalk and talk” lecture classes, but will be student driven including question and answer sessions, hands on help sessions in the lab, working on projects, discussion relating to relevant topics (and sometimes not so relevant), and other “hands on” types of activities. We are striving to give students the most flexibility with these classes

This class is designed to be on the cutting edge of technology, and changes will most likely (AND THERE WILL BE ALMOST CERTAINLY) be made during this course as we progress.

Note the large size of this text. It is to make sure you read this. There are classes you can take, read the book, take the quiz, and succeed. This class is not like that. You must be willing to take the time to practice these concepts and work with developing your database skills. Would you want to fly with a pilot who only read the textbook or one who worked in the simulator and with other pilots?

Because you are all adults, I will assume that you are willing to put forth that effort. Some assignments will be done for credit, others will be recommended to be done as a good practice.

Whatever class section you are in, I do warn you that this class will take a significant amount of time. You will not succeed waiting until the date assignments are due and trying to complete them on that date. The “rule of thumb” is that upper division courses will take 9-12 or more hours per week of work. Depending on the week, your skill level and proficiency, and a

variety of other differences – this course may take dramatically more time than that per week (or slightly less).

One important suggestion is to start early on assignments and consider the resources you have available when you encounter an issue. There are literally thousands of web tutorials and resource sites some incorporating video available. There are times you will be frustrated on an assignment. Sometimes what it takes is a few minutes away from your desk and the solution will appear to you. None of these resources are available if you wait until the last minute to begin reading and the assignments.

Assessment and Grading

Grading for this class will include approximately 12 quizzes worth 20 points each,, weekly discussion boards worth 10 points each, approximately 15 assignments worth 30 points each, and a final project worth 100 points. There will also be a final exam worth 100 points. Grades will be based on the percentage of possible points earned and will follow the scale below. No student will earn a grade higher than a C without completing all assignments. The one exception will be that missing 1 discussion board posting will not invoke this clause. As noted above, this is subject to change during the semester, however all changes will be communicated to students on Blackboard.

Grade Cut off percentages.

A	90%
B+	85%
B	80%
C+	75%
C	70%
D	60%
F	59%

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the

student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's

transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Tentative Course Schedule

		Beg Date	End Date	5th ed. Text	Assignment Access
	Week 1	1/8/2012	1/17/2012		review
	Week 2	1/18/2012	1/24/2012		1
	Week 3	1/25/2012	1/31/2012		2
	Week 4	2/1/2012	2/7/2012		3
	Week 5	2/8/2012	2/14/2012		4
	Week 6	2/15/2012	2/21/2012		5
	Week 7	2/22/2012	2/28/2012		6
Note includes break	Week 8	2/29/2012	3/13/2012		7
	Week 9	3/14/2012	3/20/2012		8
	Week 10	3/21/2012	3/27/2012		9
	Week 11	3/28/2012	4/3/2012		10
	Week 12	4/4/2012	4/10/2012		11
	Week 13	4/11/2012	4/17/2012		12
	Week 14	4/18/2012	4/24/2012	Project finalization week	
	Week 15	4/25/2012	5/3/2012	Final exam	Project due

