

CITA 104 Syllabus

DEPARTMENT /PROGRAM/ SCHOOL:

Computer Information Systems/School of Engineering

COURSE NAME AND NUMBER:

Introduction to the Database CITA 104

CREDIT HOURS:

1 Credit Hour

INSTRUCTOR:

Timothy Davey

OFFICE HOURS/VIRTUAL HOURS:

Virtual Hours: Daily 8AM -10PM OFFICE TELEPHONE:

Home Telephone (315) 764-9126 (9AM-9PM only)

EMAIL ADDRESS:

daveyt@canton.edu

TECHNICAL SUPPORT INFORMATION:

Contact the Help Desk helpdesk@canton.edu or phone 315-386-7448. The Help Desk is open Monday-Friday, 8 a.m. to 5 p.m.

COURSE DESCRIPTION:

This course introduces the student to the fundamentals of database programs. Students will be exposed to the creation, maintenance and organizing of a database. The students will also create listings and reports. Two hours lecture per week for seven weeks.

PRE-REQUISITES:

Students are expected to possess a working familiarity with the Windows operating environment as well as basic file management skills

MINIMUM TECHNOLOGY REQUIREMENTS:

Students need access to a working computer with Internet capability. You should also have the most recent version of Internet Explorer on your computer. Use of an operating system compatible with Angel such as Windows Vista, or Windows XP is also required. Microsoft Access 2007 needs to be installed on your machine and working properly. The Microsoft Office Suite is available from the campus library at no charge to matriculated students. http://www.canton.edu/can/can_start.taf?page=store

REQUIRED TEXT (S):

**BOOKS FOR THIS COURSE May BE PURCHASED THROUGH THE
SUNY CANTON BOOKSTORE**

GO! with Microsoft Access 2007, Volume 1

By Shelley Gaskin, Suzanne Marks, Kris Townsend

ISBN-10: 0-13-513040-9

ISBN-13: 978-0-13-513040-7

Published by Prentice Hall 2008

Pub. Date: Jul 26, 2007

Format: Spiralbound with CD-ROM

COURSE REQUIREMENTS/EVALUATION CRITERIA:

Grading:

Letter grades will be determined using the following criteria:

- 1. Assignments 40%**
- 2. Quizzes 30%**
- 3. Final Test 30%**

All assignments need to be submitted to me no later than the dated indicated for each weekly assignment. NO LATE HOMEWORK WILL BE ACCEPTED.

NETIQUETTE:

Students should work to ensure decorum, professionalism, courtesy, and ethical behavior. Any lewd or offensive discussions WILL NOT BE TOLERATED. It is imperative that students do the following: Remember that others cannot see your facial expressions, body language, and so on that would normally accompany your words when you are face to face, so choose your net communication with care to avoid misunderstandings.

Please remember shorthand abbreviations or slang of any kind WILL NOT BE TOLERATED. Please click on the link below to read SUNY Canton's Acceptable Computer and Network Use Policy <http://www.canton.edu/it/ITPolicies.html>

FEEDBACK SCHEDULE:

I will try and answer all email within 24 hours. I check my email regularly each and every day, so in most cases you should receive a reply the same day you send me an message. However, and I can't stress this enough, it is crucial that you put CITA 104 in the subject line when sending me an email

METHOD OF DELIVERING ASSIGNMENTS:

Students need to submit ALL assignments through Angel—NO EXCEPTIONS!! THIS MEANS YOU MUST CLICK ON THE FOLDER FOR EACH ASSIGNMENT AND SUBMIT THE ASSIGNMENT THROUGH THAT FOLDER. PLEASE DO NOT SUBMIT ANY ASSIGNMENTS THROUGH THE EMAIL FUNCTION OF ANGEL. I AM UNABLE TO RECEIVE THE ASSIGNMENTS UNLESS THEY ARE PUT IN THE DROP BOX.

Be sure to have anti-virus software installed on your computer and update it regularly.

Teaching methods will consist of the following:

1. Assignments: Problems, cases, and readings will be assigned to help support and supplement material found in the text. These assignments may require the application of various software packages.

2. Quizzes: Scheduled quizzes and tests will be given to help ensure students stay up with assigned material.

EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY: Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning, as they do in any learning environment. Have a back-up plan, such as using the computers at a local library, for submitting assignments in case your computer crashes or your service is interrupted. This is a college level course and should be treated as such. I suggest you make backup copies of your work and save frequently in case something unforeseen happens to your computer such as hard drive failure, etc. It is your responsibility to make sure that all work is done in a timely manner.