**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Introduction to Database  
Course Prefix and Number - ITSW 1307  
Department - Computer Science  
Division - Technology & Business  
Course Type: (check one)  
☐ Academic General Education Course (from ACGM – but not in WCJC Core)  
☐ Academic WCJC Core Course  
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☐ or N ☒)

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #: 3:2:2

Equated Pay hours for course - 3

Course Catalog Description - Introduction to database theory and the practical applications of a database.

Prerequisites/Co-requisites - None

Prepared by: Donna Schilling  
Date: 07-19-2015

Reviewed by Department Head: Donna Schilling  
Date: 07-19-2015

Accuracy Verified by Division Chair: David Kucera  
Date: 8/12/15

Approved by Dean or Vice President of Instruction: Leigh Ann Collins  
Date: 12-18-15
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum clinical or other non-lecture instruction):

- Design, develop, implement, and maintain a modern database application
- Entity-relationship model
- Data normalization concepts
- Create tables from existing table, using a wizard, and in design view
- Define table relationships
- Enforce data integrity
- Modify table structure and field properties
- Change fields data type
- Define primary and foreign keys in a table
- Define indexes in a table
- Add/delete records
- Sort records in a table
- Hide, unhide, freeze, and unfreeze columns in a table
- Define a lookup field
- Validate data
- Use an Input mask
  - Use filters to filter data for Input, by Selection, and by Form
- Create queries using wizard and design window
- Create forms using AutoForm Wizard and Form Wizard
- Create reports using AutoReport Wizard and Report Wizard
- Publish HTML documents
- Generate mailing labels reports
- Print relationships
- Backup and recovery

II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Methods of Assessment</th>
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</thead>
<tbody>
<tr>
<td>Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.</td>
<td>All outcomes will be assessed by one or more of the following:</td>
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<tr>
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<td>Assignments</td>
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<td>Tests</td>
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<td>Quizzes</td>
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<td></td>
<td>Projects</td>
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<td></td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

|-------------------------------------------|----------------------|-----------------------------------|-----------------------|

Administrative-Master Syllabus
Revised April 2013
IV. Suggested Course Maximum

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.
   • Computer for each student with licensed Microsoft Access (current version) and Windows Operating System.
   • Computer equipped with USB ports
   • Data projector and computer for instructor

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

20%-60% - Assignments
0%-40% - Project
20%-50% - Exams (including Final Exam)
0%-20% - Quizzes

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Review Forms
   • ☐ Critical Thinking
   • ☐ Communication
   • ☐ Empirical & Quantitative Skills
   • ☐ Teamwork
   • ☐ Social Responsibility
   • ☐ Personal Responsibility

☑ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.