

Turtle Mountain Community College
CIS 104 Microcomputer Database-Access

Instructor: Marlin Allery

Credit Hours: 3 Credits

Prerequisite: CSCI 101

Office Location: 111F Career and Technical Education

Office Phone: (701) 477-7992

Office Hours: 8:00-9:00 & 3:00-4:30

Syllabus Revised: August 15th 2017

Days & Times: Thursdays 8:00 – 9:50am (IVN Room 201)

According to the Fry Readability Scale, this textbook is at the 12.5 grade level.

Catalog Description:

Practice of skills required to construct databases to be used for data analysis and reporting. This course covers an appreciation of in-depth concepts and features of database management software and the types of applications adaptable to this software.

Rationale:

This course is intended for those who want to learn more about databases because it is part of their curriculum requirements and also for those who have an interest in possibly making this into a career.

Course Goals:

The overall goal of this course is to give the students a good understanding of how to create and use the features of Microsoft Access 2013 databases. The skills to be gained are how to create a database, submit queries against the information contained within the tables, create forms that will allow for professional reports, and understand how to link the tables together. The intention is to give the student confidence in their attempts to create solid, proficient databases and hopefully turn them on to take advanced courses with more powerful databases such as Oracle and SQL.

Materials of Instruction:

Text: Go! Access 2013 Comprehensive

ISBN-13: 978-0-13-341505-6

ISBN-10: 0-13-341505-8

There will be data files that will be assigned from the instructor that we will use for the hands on portion of the class. Also, there will be online visuals and activities that will be assigned for the class. If you have not already done so you should acquire a flash drive of at least 2G in size to keep backup files from your homework assignments and notes. If there is a need for other materials we can get them from The North Dakota Career and Technical Curriculum Library. If you would like to use any of these materials please feel free to ask me and I will request them for you.

There will be a Mid-term and a Final

Requirements:

Grading is on an absolute scale, no curves. Your grade will be based on the following grading scale:

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

In order to receive the grade indicated in the table above you as the student will be tested on knowledge and demonstration of skills. The final grade will be determined by points including tests, chapter questions and hands-on case projects. They will all be weighted strictly on the points earned for all things that are assigned.

Method of Instruction:

1. Lectures: A brief overview of each tutorial will be given in two forms either notes or short power point presentations.
2. Assignments: On-going tutorials and Review Assignments.
3. Quizzes: More times than not quizzes will be given at times when attendance is poor. There will be no making up quizzes.
4. Tests: Will be given as determined by the instructor and will be announced well in advance.
5. Procedures: Please contact me either through my email stated at the beginning of the syllabus or call and leave a message by voicemail.
6. Late Assignments: If you do not turn in assignments in on time, every day they are late one letter grade will be deducted and if enough time passes no credit will be given.

Course Units:

LEVEL I TUTORIALS	
<p><u>Chapter 1</u> Getting Started with Microsoft Access 2013</p>	<p>Getting Started with Access Databases</p> <ul style="list-style-type: none"> • <u>Assignments</u> • <i>1C</i> • <i>1D</i> • <i>1E</i> • <i>1F</i>
<p><u>Chapter 2</u> Sort and Query a Database</p>	<p>Sort and Query a Database</p> <ul style="list-style-type: none"> • <u>Assignments</u> • <i>2C</i> • <i>2D</i> • <i>2E</i> • <i>2F</i>

<p>Chapter 3 Forms, Filters, and Reports</p>	<p>Forms, Filters, and Reports</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 3C • 3D • 3E • 3F
<p>LEVEL II TUTORIALS</p>	
<p>Chapter 4 Enhancing Tables</p>	<p>Enhancing Tables</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 4C • 4D • 4E • 4F
<p>Chapter 5 Enhancing Queries</p>	<p>Enhancing Queries</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 5C • 5D • 5E • 5F
<p>Chapter 6 Customizing Forms and Reports</p>	<p>Customizing Forms and Reports</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 6C • 6D • 6E • 6F
<p>Chapter 7 Creating Advanced Forms and Reports</p>	<p>Creating Advanced Forms and Reports</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 7C • 7D • 7E • 7F
<p>Chapter 8 Creating Macros</p>	<p>Creating Macros</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 8C • 8D • 8E • 8F
<p>Chapter 9 Integrating Access with Other Applications</p>	<p>Integrating Access with Other Applications</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 9C • 9D • 9E • 9F

<p>Chapter 10 Administering Databases and Writing SQL Statements</p>	<p>Administering Databases and Writing SQL Statements</p> <ul style="list-style-type: none"> • <u>Assignments</u> • 10C • 10D • 10E • 10F
<p>Final Project</p>	<p>Using All Tools from Tutorials and Putting Them Together to Create a Database</p>

Disability Statement:

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. My office location and hours are posted at the top of the syllabus. If you plan to request disability accommodations, you are expected to register with Annette Charette, Student Support Counselor at 477-7842 Extension 1155.

Attendance and Participation:

It is highly recommended to attend and participate in class. I have a policy that if you miss more than ten times it is an automatic failure of the course. If you have an emergency and cannot make it to class DO NOT wait until the next day or next class to let me know what happened. DO NOT tell someone else; notify me described in the Methods of Instruction section.

Class Procedures:

All assignments will be submitted via email or uploaded into a drop box in Jenzabar. Late assignments will result in partial or NO credit. If instructor is out of the class or if you have an emergency, use contact info attached to the syllabus and email or leave message on telephone.

Statement on Cultural Content or Methods in Course:

The mission of the Turtle Mountain Community College is to create an environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa can be brought to bear throughout the curriculum. We will try to invite a guest speaker into our classroom to go over the history of our ancestors and how they managed people without the use of technological devices like computers. We will have a guest speaker that will be presenting in the class for a graded assignment.

Statement of Academic Honesty:

Students are expected to maintain scholastic honesty. Scholastic dishonesty includes but is not limited to cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to act personally. Instructors will report action to the Dean of Academic Programs. A student has the right to appeal the instructor's action in accordance with the student appeal policy.

Assessment:

Student Learning Outcomes will be assessed through a pre and post testing for each semester.