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E-MAIL: Judy.Fightmaster@csn.edu, but all students use Angel course mail exclusively during the semester (not CSN or Angel Personal or Global mail addresses)
OFFICE HOURS: Online, Tuesdays, 1:00-6:00 PM; other online times per request.

CLASS LOCATION/TIME: This three-credit course is delivered entirely over the Internet. Students should log into their Angel classroom on August 31st. The online format is not recommended to a novice computer user; it is expected that DE students have a fair amount of computer skills already to sign up for a DE section. A traditional classroom section of this course is usually offered every spring; the distance education section is usually offered every fall.

Internet access is required for tutorials, lectures, homework submission, quizzes and exams. Exam and assignment dates are FIRM and will not be changed.

CATALOG DESCRIPTION: This comprehensive course covers the basic and advanced features of database management software including, but not limited to, the set of skills on Microsoft's certification exam for Access. Prerequisite: CIT 101 or CIT 107B, or equivalent experience.

COURSE OBJECTIVES: At the successful completion of this course you will be able to explain and define common database concepts and terms

- Explain and demonstrate the best way to organize data in Access to ensure fast and efficient data retrieval
- Explain and demonstrate the best way to organize data in Access to ensure data integrity
- Create and modify database tables and define relationships between tables
- Enter and modify data in tables
- Use validation features to maintain data integrity
- Perform queries on one or more tables to organize and extract information
- Create and modify forms (including sub forms) for entering data and viewing information
- Create and modify reports (including sub reports)
- Sort and group data in reports
- Print forms, reports and query results
- Integrate other Microsoft Office applications by importing and linking data and by making use of Access's Internet capabilities
- Integrate Access objects into an application with navigation among objects controlled by means of a switchboard, macros and modules
- Create and modify Data Access Pages

REQUIRED MATERIALS:

Textbook: Adamski & Finnegan. *Microsoft Access 2007 Comprehensive*, New Perspectives. ISBN 9781423905899

Software: Microsoft Access 2007. There are some significant differences between Access 2007 and earlier versions of Access.

You will not be able to read the student lab files unless you are using Access 2007. If you do not already have

Access 2007 on your home computer you may

elect to complete your assignments using any of the [CSN Computer Labs](#) which

are usually open 7 days a week for extensive hours. If your home computer has the installation requirements, and if you are able to download programs from the Internet and follow the instructions to install software, you should

investigate the [Ultimate Steal](#) (where students can purchase Office Ultimate

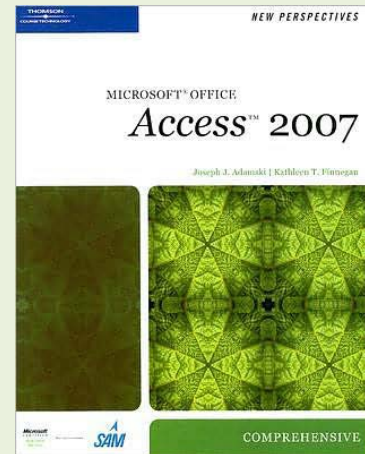
2007 which includes ALL of the 2007 applications including Access from Microsoft for \$60). Or, if you only need to add Access 2007 to your computer and if you live close enough to drive to the Cheyenne campus, it may be possible for you to borrow installation CDs from the CET program administrator of the [MSDNAA](#) program at CSN. Students who want to participate in the MSDNAA program must contact the instructor during the first week of the semester.

Useful Web Sites: This course serves as preparation for the Microsoft Certified Application Specialist (MCAS) certification Exam 77-605: Using Microsoft Office Access 2007. For information about the MCAS program and the benefits of certification, check out the following Web sites at [Microsoft](#) and [CertiPort](#).

MEASUREMENT OF OBJECTIVES: Students will know they are meeting the course objectives stated above as they successfully

- Read the textbook tutorials and duplicate the chapter lab exercise on their computer
- Complete weekly case problems that require the use of skills and techniques covered in the tutorial
- Pass weekly objective tests to assess understanding of database concepts and terminology
- Participate in virtual discussions about Access with classmates and the instructor
- Pass a comprehensive final exam that demonstrates mastery of concepts and skills

All of these measurements result in points which are accumulated during the semester. The final point total determines the grade each student earns. Material which is turned in late earns less than the normal number of points



GRADING POLICY: The following are requirements of the course, their weights and the minimum accumulated points for letter grades:

Requirements	Points	Letter Grade	Minimum Points
14 Case Studies @ 18 points each	250	A	450
13 WebCT quizzes @ 10 points each	130	B	375
4 Online Class Activities @ 5 points each	20	C	300
Concepts Exam	50	(Whole grades only, no + or -)	
Final Case Study	50		
Total:	500		

COURSE ACTIVITIES: In order to facilitate your success in learning this highly technical application, your weekly activities will be structured around the following activities.

Angel Course Content: Before you start each chapter, and frequently during the week, check this area for postings by the instructor and other students. Often you will find tips and comments about difficult concepts, updates about textbook typos, and answers to common questions. Detailed instructions for the week's activities are posted here each Sunday.

Textbook Tutorials: You should read the chapter and use the data files provided to mimic the various techniques and discover firsthand the features that are being explained. To reinforce the material, you should work through the Review Assignments. At the end of each section (there are two or three per chapter) there is a small self-test that you should take to make sure you have understood the main concepts in that section. Answers are provided at the end of the chapter. Difficulty producing answers for these section quizzes indicates that you need to repeat the previous section before you start the next section. Students are encouraged to post observations and questions about the material on the Angel Discussion Forum.

Case Problems: You must complete an assigned Case Problem at the end of each tutorial. Instructions in the Angel Drop Boxes will tell you exactly which **files have to be submitted for grading by the due date.**

Angel Quiz: Finally, **each week you need to complete a multiple choice quiz** related to the chapter material. You may retake this quiz if necessary to improve your score. The highest score you achieve will determine your course points.

Communication with the instructor: Each week, along with your case problem, **you must send the instructor a summary report describing how well you were able to master the material.** During the following week the instructor will notify you about the points you earned and offer

individual assistance for any problems or areas where you seem to be having difficulty. Students needing in-person help should schedule special lab time with the instructor.

Other Activities: All students must participate in one chat session during the semester. All students must participate in three online special topic Discussion Forums. Specific instructions for each activity will be posted after the start of the semester.

Final Concepts Exam: This exam will be a comprehensive multiple-choice/short-answer test of your general knowledge of databases and specific knowledge of Access. It will be an open-book, open-notes exam. This will be a 40-minute timed test of approximately fifty questions. You may take the exam only one time.

Final Case Problem: This exam will be a comprehensive exercise that indicates your general ability to build, query and report a database using Access. It will be an open-book, open-notes exam that must be completed within a specified time period.

CALENDAR/SCHEDULE of topics to be covered, including all due dates, is provided in Angel.

DUE DATES: Assignments should be finished in the same order shown on the schedule. That is, a student is expected to finish the assigned readings, tutorials, quizzes and lab exercises for a topic before moving on to the next topic. Students should receive their grades from one case problem before submitting the next one. Under no circumstances should you skip doing an assignment. Work turned in late will lose ten percent of the maximum points available for that assignment for each day late. It is the student's responsibility to meet all due dates, working ahead if necessary to ensure meeting the deadlines. The normal flow of events will include Saturday midnight deadlines for each topic with all work returned by the following Tuesday. Work submitted early will not be returned early – all grades for a given chapter/tutorial are returned at the same time. The exam is available ONLY during exam week. If you are leaving the area before the end of the semester you will need to arrange computer access during exam week to finish this course.

COURSE POLICIES: The instructor will NOT assign a grade of I (incomplete) to students who fall behind. Students wishing to change status to an audit or to withdraw from the course must initiate a request with the CSN Records and Admissions Office. The number of points accumulated by the end of the semester will determine the grade earned.

ACADEMIC HONESTY: According to the Student Handbook, "CSN demands a high level of academic behavior. Acts of academic dishonesty including plagiarism and cheating are regarded as very serious offenses." Any student commits an academic irregularity when one or more of the following or similar situation is involved.

- Copying another student's work or program.
- Doing another student's work for them.
- Copying answers from another student.
- Use of unauthorized notes, books or devices during an examination.
- Theft or unauthorized possession of an examination.

- Use of another person's file or removable storage device.
- Allowing another person to have access to your file or removable storage device.

There is a big difference between working together on an assignment and turning in the same homework file. In this class all academic irregularities will result in a grade of ZERO for that test/assignment and will be reported to the Vice President for Student Services. Students in the same family or living in the same house must be careful to do their own work. It is not enough to watch their spouse or friend do the work and then create a copy of this work to submit as their own. Students who submit work that does not appear to be 100% original will be required to complete replacement assignments from a CSN Testing Center.

ATTENDANCE POLICY: Students are required to log in to the Angel “classroom” on a daily basis to check for discussion postings and assignment updates. Each student's date of last attendance, should it be required for financial aid or court reporting, will be determined by the last homework assignment submitted.

DISABILITY RESOURCE CENTERS: If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. The DRC is located in the Student Service Center on each campus. For Cheyenne campus the number is 651-4045, for West Charleston campus the number is 651-5089, and for Henderson campus the number is 651-3086. For those students that would like to perform community service or earn a little extra cash, stop by the DRC to fill out a job interest card. This office hires students as note takers, proctors, scribes and research assistants as needed.

CHANGES TO THE SYLLABUS and/or calendar: Many things could happen in the course of a semester that would require changes to the initial plan and the instructor reserves the right to make those changes on an as-needed basis. Any changes will be broadcast to the students through an Angle Announcement on the Course tab. If in doubt, the student should check the date and time in the footer of this document with any they have printed earlier.

AN IMPORTANT NOTE: If you have any concerns about this course and/or me, please contact me first. If I cannot resolve your issue, please contact the CET department office at 651-4660 and speak to the department chairperson. You will remain anonymous and all communications will be strictly confidential. Please DO NOT wait till the last minute to make your concerns known to me and/or to the department chairperson.