

**SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION  
COURSE SYLLABUS  
CIM 218 – DATABASE: ACCESS**

Instructor: B. Tudi Wood  
Semester: Fall 2009  
Email: [bwood@ivc.edu](mailto:bwood@ivc.edu)

Ticket No: 23095  
Location: BGS 244  
Time & Day: TH. 7-9:50 PM

**COURSE DESCRIPTION:**

As a student in this course, you will learn the most important topics of Microsoft Office Access 2007. Utilize database management software to generate applications for solving business problems. Emphasis is on concepts and procedures for designing databases and producing reports. Database objects such as tables, forms, queries, and reports will be created.

**COURSE OBJECTIVES:**

Upon completion of this course, the student will be able to:

1. Introduction to database concepts
2. Creating and designing tables
3. Modifying table properties
4. Entering data into tables
5. Creating forms and reports
6. Creating simple queries
7. Creating advanced queries
8. Building and maintaining a relational database
9. Creating advanced forms and subforms
10. Creating advanced reports
11. Creating simple macros

**STUDENT RESOURCES:**

Text: Jon Juarez & John Carter, *Microsoft Office Access 2007, The Professional Approach Series*.  
ISBN: 978-0-07-336865-8, McGraw-Hill, 2008.

Software: Microsoft Windows Vista or Microsoft Windows XP; Microsoft Office 2007; Internet Explorer 7.  
Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Internet Support: Check Blackboard for additional information about CIM 216, or email a question about this course.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please email me at the above email address or check it in My Site.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

## **ASSIGNMENTS AND EXAMS:**

**Grading:** Total points will be computed as follows. The total points for Practical, Assignments and Final Exam.

<b>Assignments, Quizzes &amp; Tests</b>	<b>Points</b>
<b>2 Practical exams done in the IMC</b>	<b>200</b>
<b>Mid-Term Exam</b>	<b>100</b>
<b>Final Exam</b>	<b>100</b>
<b>Class Assignments</b>	<b>300</b>
<b>Total Points</b>	<b>700</b>

<b>Points and Grades</b>	
<b>630-700</b>	<b>A</b>
<b>560-629</b>	<b>B</b>
<b>490-559</b>	<b>C</b>
<b>420-489</b>	<b>D</b>
<b>419 and below</b>	<b>F</b>

Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: Monday – Thursday 9 am to 10 pm. Friday, 9 am – 6 pm and Saturday 9 am – 5 pm. **No cell phones/pagers, children or food and/or drinks (including water) are allowed in the IMC.**

CR/NC – Students enrolled in this course for Credit/No Credit must receive 70% or more of the total possible points to receive credit.

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams, quizzes, or homework may subject a student to failure in this course and sanctions stipulated by school disciplinary proceedings.

**WITHDRAWAL:** It is the student's responsibility to withdraw from the class by the appropriate dates.

<b>Drop with Refund by:</b>	9/4/2009
<b>Elect CR/NC by:</b>	9/25/2009
<b>Drop without 'W' Grade by:</b>	9/25/2009
<b>Drop with 'W' Grade by:</b>	11/5/2009

## Schedule of Assignments

Wk	Date	Class Instruction	Weekly Assignment(s)	Assignments for Grading
1	8/27	Orientation Introduction to IMC, MySite, and Blackboard <b>Unit 1 – Understanding Access Databases</b> Lesson 1 – Getting Started with a Database Lesson 2 – Viewing and Modifying Records	Purchase Books, Flash Drives, Download data files. <ul style="list-style-type: none"> <li>• Read and work through Lessons 1 &amp; 2</li> <li>• Pages 2-65</li> </ul>	Exercise 1-21 p. 26-27 Exercise 1-26 p. 30 Exercise 2-21 p. 58-59 Exercise 2-27 p. 59-60 <b>Due: 9/17</b>
2	9/3	Lesson 3 – Finding, Filtering, Sorting, and Summarizing Data	<ul style="list-style-type: none"> <li>• Read and work through Lesson 3</li> <li>• Pages 66-93</li> </ul>	Exercise 3-18 p. 88-89 Exercise 3-20 p. 90 <b>Due: 9/17</b>
3	9/10	Lesson 4 – Creating New Databases and Tables	<ul style="list-style-type: none"> <li>• Read and work through Lesson 4</li> <li>• Pages 94-130</li> </ul>	<b>Unit Application: 1-1, 1-2, 1-3 p. 127-130 Due: 9/17</b>
4	9/17	<b>Unit 2 – Designing and Managing Database Objects</b> Lesson 5 – Managing Data Integrity	<ul style="list-style-type: none"> <li>• Read and work through Lesson 5</li> <li>• Pages 132-165</li> </ul>	Exercise 5-20 p. 158-160 Exercise 5-21 p. 160-161 <b>Due: 10/15</b>
5	9/24	Lesson 6 – Designing Queries	<ul style="list-style-type: none"> <li>• Read and work through Lesson 6</li> <li>• Pages 166-205</li> </ul>	Exercise 6-23 p. 199 Exercise 6-24 p. 200-201 <b>Due: 10/15</b>
6	10/1	Lesson 7 – Adding and Modifying Forms	<ul style="list-style-type: none"> <li>• Read and work through Lesson 7</li> <li>• Pages 206-243</li> </ul>	Exercise 7-27 p. 238-239 <b>Due: 10/15</b>
7	10/8	Lesson 8 – Adding and Modifying Reports	<ul style="list-style-type: none"> <li>• Read and work through Lesson 8</li> <li>• Pages 244-280</li> </ul>	Exercise 8-20 p. 269-271 Exercise 8-21 p. 271-272 <b>Unit Application: 2-1, 2-2, 2-3 p. 278-280 Due: 10/15</b>
8	10/15	<b>Mid-Term Exam</b>		<b>Practical Exam in IMC. Must be completed by Friday 10/22 at 7:00 pm.</b>
9	10/22	<b>Unit 3- Integrating Database Objects</b> Lesson 9 – Building Links, Relationships, and Indexes	<ul style="list-style-type: none"> <li>• Read and work through Lesson 9</li> <li>• Pages 282-312</li> </ul>	Exercise 9-21 p. 307-308 Exercise 9-26 p. 311 <b>Due: 11/19</b>

<b>Wk</b>	<b>Date</b>	<b>Class Instruction</b>	<b>Weekly Assignment(s)</b>	<b>Assignments for Grading</b>
10	10/29	Lesson 10 – Designing Advanced Queries	<ul style="list-style-type: none"> <li>• Read and work through Lessons 10</li> <li>• Pages 314-347</li> </ul>	Exercise 10-23 p. 341-342 Exercise 10-24 p. 342-343 <b>Due: 11/19</b>
11	11/5	Lesson 11– Building Advanced Forms	<ul style="list-style-type: none"> <li>• Read and work through Lesson 11</li> <li>• Pages 348-391</li> </ul>	Exercise 11-24 p. 384-386 <b>Due: 11/19</b>
12	11/12	Lesson 12 – Building Advanced Reports	<ul style="list-style-type: none"> <li>• Read and work through Lessons 12</li> <li>• Pages 392-433</li> </ul>	<b>Unit Application 3-1, 3-2, 3-3 p. 431-433</b> <b>Due: 11/19</b>
13	11/19	<b>Unit 4 Using Advanced Features</b> Lesson 13 – Advanced Database Features	<ul style="list-style-type: none"> <li>• Read and work through Lesson 13</li> <li>• Pages 436-469</li> </ul>	Exercise 13-22 p. 465-466 Exercise 13-26 p. 468 <b>Due: 12/17</b>
14	11/26	<b>Thanksgiving Holiday</b>		
15	12/3	Lesson 14 – Using Special Controls and Tools	<ul style="list-style-type: none"> <li>• Read and work through Lesson 14</li> <li>• Pages 470-501</li> </ul>	Exercise 14-20 p. 496-498 Exercise <b>Due: 12/17</b>
16	12/10	Lesson 15 – Working with Macros and Modules	<ul style="list-style-type: none"> <li>• Read and work through Lesson 15</li> <li>• Pages 502-515 only.</li> </ul>	Exercise 15-18 p. 528-529 Exercise 15-19 p. 529-531 <b>Due: 12/17</b> <b>Practical available IMC.</b> <b>Must be completed by 1:00 pm on 12/18.</b>
17	12/17	<b>Final Exam</b>	<b>All Assignments Due!</b>	

Note: This course schedule is subject to change and may be modified.  
 All late assignments will have 5% deducted from the total points for that assignment.