

**SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION  
COURSE SYLLABUS  
CIM 218 – DATABASE—ACCESS (INTERNET)**

Instructor: Joyce Quade  
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4/3 through 5/8/12  
Ticket No: 13860  
Semester: Spring 2012  
Time & Day: Internet-based

**COURSE DESCRIPTION:**

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. Create and design database tables and forms.
2. Modify database tables and forms.
3. Enter data into tables or forms.
4. Create and perform queries.
5. Produce reports, forms, and queries.
6. Build and maintain a relational database.

**STUDENT RESOURCES:**

Text: *Go! With Microsoft Access 2010 Introductory bundled with Myitlab Access Code*, (Six chapters), by Gaskin/McLellan/Graviett, **ISBN:9780132607728**; Prentice Hall/Pearson, **Textbook bundled with access card for online lab materials available in Saddleback College Bookstore. Textbook and access card for online lab required.**

Read Announcements in Blackboard ([socccd.blackboard.com](http://socccd.blackboard.com)) and MySite (Saddleback College email) daily.

**ASSIGNMENTS AND EXAMS:**

Computers are available in the Information Management Center (IMC) in BGS 248. The IMC hours are:  
8:30 a.m. – 10 p.m. Monday through Thursday, 9 a.m. – 4 p.m. Friday, and 9 a.m. – 5 p.m. on Saturday.

**No cell phones, children, food, or drinks (including water) are allowed in the classroom or IMC lab.**

Pass/No Pass – Students enrolled in this course for pass/no pass 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 or homework will 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.

If you have a disability and require accommodations, please contact the Special Services office in the Student Services Center, Room 113, for additional information. All information will remain confidential.

This course schedule is subject to change and may be modified.

Week	Topic/Activity
1	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Online Orientation – Read Blackboard Announcements</li> <li>• Introduction to Blackboard and Myitlab</li> <li>• Purchase textbook</li> <li>• Download syllabus - Blackboard</li> <li>• Review Chapter 1 Office 2010 Using the Common Features of Office</li> </ul> <p><b>Chapter 1 Getting Started with Access Databases (Pages 49 – 91)</b>  <b>View videos and complete Project 1A and Project 1B in myitlab.</b>  <b>Take end-of-chapter quiz, complete skill-based exam and grader project in myitlab.</b></p>
2	<p><b>Chapter 2 Sort and Query a Database</b>  <b>View videos and complete Project 2A and Project 2B in myitlab.</b>  <b>Take end-of-chapter quiz, complete skill-based exam and grader project in myitlab.</b></p>
3	<p><b>Chapter 3 Forms, Filters, and Reports</b>  <b>View videos and complete Project 3A and Project 3B in myitlab.</b>  <b>Take end-of-chapter quiz, complete skill-based exam and grader project in myitlab.</b></p>
4	<p><b>Chapter 4 Enhancing Tables</b>  <b>View videos and complete Project 4A and Project 4B in myitlab.</b>  <b>Take end-of-chapter quiz, complete skill-based exam and grader project in myitlab.</b></p>
5	<p><b>Chapter 5 Enhancing Queries</b>  <b>View videos and complete Project 5A and Project 5B in myitlab.</b>  <b>Take end-of-chapter quiz, complete skill-based exam and grader project in myitlab. Take Grader Project Volume 1 in myitlab.</b></p>