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 2007 Volume 1. (Six chapters), Gaskin/Foster-Turpin, Prentice Hall/Pearson

ASSIGNMENTS AND EXAMS:
Computers are available in the Information Management Center (IMC) in BGS 248. The IMC hours are:
9 a.m. – 10 p.m. Monday through Thursday, 9 a.m. – 6 p.m. Friday, and 9 a.m. – 5 p.m. on Saturday.

No cell phones/pagers, 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.

Exams will be posted online.

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.

If you have a disability and require accommodations, please discuss your academic adjustment needs with me as soon as possible. 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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Activity</th>
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| 1 & 2| - Course Introduction  
    | - Online Orientation  
    | - Introduction to Blackboard  
    | - Purchase textbook  
    | - Download syllabus  
    | Chapter 1 Getting Started with Access Databases and Tables  
    | Complete Project 1A  
    | Chapter 1 Exam  |
| 3    | Chapter 2 Sort and Query a Database  
    | Complete Project 2A and Project 2B  
    | Chapter 2 Exam  |
| 4    | Chapter 3 Forms, Filters, and Reports  
    | Complete Project 3A  
    | Chapter 3 Exam  |
| 5    | Chapter 4 Designing and Building a Relational Database  
    | Complete Project 4A and Project 4B  
    | Chapter 4 Exam  |
| 6    | Chapter 5 Automating Data Entry with Forms  
    | Complete Project 5A and Project 5B  
    | Chapter 5 Exam  |

Course ends May 12