

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

Instructor:	Joyce Quade	Ticket No:	15095
Phone:	(949) 582-4597	Semester:	Spring 2010
Email:	jquade@saddleback.edu	Time & Day:	Internet-based
Office:	BGS 217		

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 I**, (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.

Ticket #15095		Semester Schedule	Spring 2010
Week	Topic/Activity		
1 & 2	<ul style="list-style-type: none"> • 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