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COURSE DESCRIPTION

This is practical hands-on, entry level, and fully online course. It provides beginning information and training in the use of database software for business applications. Database queries, tables, and forms will be produced for a variety of applications.

STUDENT LEARNING OUTCOMES

A successful student will be able to do the following by semester’s end:

- Identify parts of a database
- Define database and menu terms.
- Plan, create, save, retrieve, and print databases using a variety of menus and tools
- Create simple tables, sort records, and display data.
- Create and use forms, queries, and reports using a variety of methods.

MATERIALS


- **Textbook:** Exploring: MS Access 2013, Introductory with myitlab for MS Office 2013 Access Code. Please purchase the required materials only from Saddleback College Bookstore, or myitlab.com, or the bookstore across the street from Saddleback College. If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing wrong textbook and/or access code for lab materials. Neither the Publisher, nor your instructors will be able to help or issue the replacement materials.
- **USB drive:** recommended, 1GB is sufficient
- **The Internet:** You must have access to a computer with a reliable Internet connection, e-mail, Adobe Reader (free from adobe.com), a newer version of Internet Explorer or Firefox browser, and MS Access 2010. 3G/4G Internet connection might be insufficient.

CONTACT INFO

Email: ngrigoriants@saddleback.edu

Do not hesitate to email me if you need any help. When in doubt email! Email me immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

POLICIES AND PROCEDURES

- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- **I want you to succeed!** We strongly recommend completing at least 5-6 assignments per week. Please get the textbook as soon as possible.
- The help is just an email away! Do not hesitate to email me if you **need any help**. If in doubt, do not delay and **email immediately**.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- **Due dates are posted in Blackboard and myitlab**, mostly Sundays at 11:59pm.
- **Late submissions** are subject to penalty, 1% per day late.
- Course outline and suggested course schedule are subject to revisions.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then →Online Education → Class Schedule → Computer Information Management → locate your course → click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for Drop with 'W' Grade passes a grade has to be given.
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details go to <http://tinyurl.com/pass-nopass> .
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details go to <http://tinyurl.com/saddleback-auditing>
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade for the assignment. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>
- **MyItLab Grader Projects:**
 - Grader Projects are automatically graded. Please only perform commands and actions outlined in the instructions file. Performing operations, commands, and actions that are not in the instructions will result in lower grade.
 - Each student must download his/her own starter file(s) through his/her own myitlab account. Failing to do so will be considered plagiarism and will result in a failing grade for the assignment.
 - Please be aware that the myITlab software embeds metadata (data about data) tags in all downloaded materials and compares the submitted work with the downloaded work. If the metadata tags do not match, the software flags the submission as a possible integrity violation. The instructor will promptly begin the appropriate proceedings.
 - In the event another student is involved in the honor code violation (and, yes, the metadata tags will identify your coconspirator to the instructor), both students will receive the same penalty. The software will identify the co-conspirator even if that student is in a different class with a different teacher.
 - "Borrowing a friend's computer" and accidentally submitting your friend's project file instead of your own is not an excuse. You and your friend will both fail the assignment.
 - Effective file management in this course and on your job is always the responsibility of the computer user. Failing to secure your files adequately has consequences in this course and on the job.
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 8 p.m. Monday through Thursday, closed Friday, and 9 a.m. to 1 p.m. on Saturday. For more details go to <http://www.saddleback.edu/bsed/imc/> .

- **TechSupport**
 - Blackboard and email: scstudenthelp@saddleback.edu & <http://www.saddleback.edu/de/student-technical-support/>
 - Myitlab: Email me the detailed description of the problem immediately and include screenshots if possible. <http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/index.html>.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: saddleback.edu/dsps/
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.

GRADING

Grade	Range, %
A	$\geq 90\%$
B	$\geq 80\%$ AND $< 90\%$
C	$\geq 70\%$ AND $< 80\%$
D	$\geq 60\%$ AND $< 70\%$
F	> 0 AND $< 60\%$

COURSE OUTLINE, ASSIGNMENTS AND SUGGESTED COURSE SCHEDULE

Week	Topic	Assignment	Points
1	Understanding Basic Computer Hardware & File Management Concepts <ul style="list-style-type: none"> ▪ Input and output devices, processor and storage ▪ Create, rename, delete, restore, and compress folders ▪ Copy and move folders ▪ Navigate using Address bar and libraries 	Email Etiquette	20
		Hardware Concept Review Quiz	20
			5
			10
2	MS Office Fundamentals and File Management <ul style="list-style-type: none"> ▪ Type and edit text; print and save documents ▪ Cut, copy, paste text; format text and paragraphs ▪ Open Data File and save copies using save as ▪ Use screen capture and snipping tool ▪ Shortcut menus; use MS Office Help ▪ Insert and format ClipArt and SmartArt graphics 	Hands on Exercises 1-6 (textbook)	5%
		Office Fundamentals Review Quiz	
3	Introduction to Access <ul style="list-style-type: none"> ▪ Database fundamentals ▪ Use existing databases ▪ Create relationship and enforce referential integrity ▪ Sort and filters ▪ Access vs. Excel 	Chapter 1 SBT	
		Chapter 1 SBE	
		Chapter 1 Concept Review Quiz	
		Chapter 1 Grader	
4	Tables & Queries <ul style="list-style-type: none"> ▪ Table design, creation, and modification ▪ Single & multiple tables queries ▪ Creating Calculated fields ▪ Determine data types ▪ Primary key 	Chapter 2 SBT	
		Chapter 2 SBE	
		Chapter 2 Concept Review Quiz	
		Chapter 2 Grader	
5	Customize, Analyze, and Summarize Query Data <ul style="list-style-type: none"> ▪ Add aggregate functions to datasheets ▪ Create queries with aggregate functions ▪ Create total query with grouping and condition ▪ Queries with calculated fields 	Chapter 3 SBT	
		Chapter 3 SBE	
6	Forms & Reports <ul style="list-style-type: none"> ▪ Create reports, use blank report tool, and apply themes ▪ Modify report layouts and prepare reports for printing ▪ Group and sort reports and forms ▪ Create forms using form tools ▪ Work with form views and layout controls 	Chapter 4 SBT	
		Chapter 4 SBE	
		Chapter 4 Concept Review Quiz	
		Chapter 4 Grader	
FINAL (Comprehensive) will be open on the last day of the course 12:01am – 11:59pm			25%
<ul style="list-style-type: none"> ▪ SBT – Skills-Based Training, blue icons, unlimited attempts, 5 points ▪ SBE – Skills-Based Exam, green icons, three attempts, 10 points ▪ Quizzes – Multiple choice quizzes, orange icon, two attempts, 20 points ▪ Grader – Grader Projects, orange clipboard icon, 3 attempts, 40 points, ▪ Only the highest score is recorded in the gradebook ▪ All assignments and the final must be submitted by 11:59pm on the last day of the course 		SBT, Total	10%
		SBE, Total	15%
		Grader, Total	30%
		Quizzes, Total	15%
		Total	100%