CASPER COLLEGE COURSE SYLLABUS
CMAP 1815-N1 Database Applications: Access

<table>
<thead>
<tr>
<th>Semester/Year:</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hours:</td>
<td>2</td>
</tr>
<tr>
<td>Lab Hours:</td>
<td>2</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>3</td>
</tr>
<tr>
<td>Class Time:</td>
<td>Online</td>
</tr>
<tr>
<td>Days:</td>
<td>NA</td>
</tr>
<tr>
<td>Room:</td>
<td>NA</td>
</tr>
<tr>
<td>Instructor’s Name:</td>
<td>Roberta Marvel, Ed. D</td>
</tr>
<tr>
<td>Instructor Contact Information:</td>
<td>Office Phone: 268-2523</td>
</tr>
<tr>
<td></td>
<td>Office Location: BU 404C</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:rmarvel@caspercollege.edu">rmarvel@caspercollege.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>M-TH 8:30-9:00 am, MW 12:00-1:00 pm or by appointment</td>
</tr>
</tbody>
</table>

Course Description: The following operations will be presented: designing, creating, editing, sorting, indexing, and searching database files. Database files will be used with Wizards to create queries, tables, forms and reports. Students will apply operations and learn to use multiple databases, create advanced queries and custom forms and reports, integrate with other programs, and use the World Wide Web and hyperlink fields.

Statement of Prerequisites: Keyboarding skills of 20 wpm.

Goal: This course will provide a solid foundation in database theory and Microsoft Access experience. The students will demonstrate that the objectives have been met by meeting the following outcomes.

Outcomes: Successful completion of this course will enable students to:
- Describe database theory including database organization, the history of databases, database elements, and the relationship between database elements
- Understand the concepts of database structure, data types, validation rules, and parameters
- To create a variety of simple, complex and multivalued queries using data tables and calculated fields
- Create, organize, edit and extract data in database files
- Create multiple table queries
- Develop custom designed forms with sub forms
- Develop multiple page forms with tab controls
- Create complex, customized reports
- Share, integrate, and analyze data
- Manage database objects
- Create pivot tables and pivot charts
- Link Access data to Excel worksheets and Word documents
- Build and modify multiple tables and forms
- Refine queries including cross-tab queries, make-table queries, and update queries
- Produce well-designed, professional looking reports
- Utilize web capabilities
- Create an Access switchboard along with accompanying macros
➢ Design and implement database projects to include the use of tables, queries, reports, forms, macros, pivot tables, and pivot charts
➢ To demonstrate an understanding of basic SQL to maintain and update a database
➢ To administer databases including data conversion, analyzing tables, analyzing performance, creating customized objects and the use of customized field properties

Casper College General Education Outcomes: As graduates of Casper College, students will be able to:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Methodology: This is an online course and utilizes the Moodle course management software system. Students will post assignments, take unit exams, the final exam and communicate with the instructor using this Moodle. Use your Web Advisor login and password to login to Moodle (https://moodle4me.caspercollege.edu/).

Because this course is delivered over the Internet, the successful student will be highly self-motivated. If a student takes this course in-class during a regular semester, he or she would spend approximately 56 hours in class. The student should expect to spend a similar amount of independent time on this class. College courses typically require 2 hours of homework time for every hour spent in class, which makes the total time requirement for this course as high as 168 hours for the entire semester (12 hours per week.) You may not need that much time every week – some weeks may require more time and some weeks will require less time.

Evaluation Criteria: Grades will be computed on a point scale and weighted according to the categories established by your instructor. Points will be totaled at midterm and the end of the semester for a percentage grade. Unit exams will be given and you will be expected to complete a mandatory final exam/project. Your final grade will be weighted as follows:

35% Homework assignments
35% Unit Exams/Projects
20% Final Exam
10% Subjective Factor*

*A subjective assessment of attitude, initiative, accuracy and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.
Grades are calculated using a grading software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. Your grade will be recorded in Moodle but keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. The grading scale is as follows:

- A ................. 90-100%
- B .................. 80-89%
- C ................... 70-79%
- D ................... 60-69%
- F ................... 0-59%

Required Text, Software, and Materials:

- Computer hard drive, USB drive or cloud storage to save your work
- Data files (see the back cover of your textbook for instructions to download files OR downloading from the course website)
- Microsoft ACCESS 2013

**You MUST use Microsoft ACCESS 2013 or Access 365.**

**Grading.** This is the grading scale for assignments. To get full credit on these assignments, complete the work carefully and completely. Spell-check all work and avoid grammar errors. Each assignment is worth 10-15 points depending on the detail of the assignment. Generally, assignments will be graded as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>10</td>
<td>Assignment is completed correctly with no spelling or grammar errors</td>
</tr>
<tr>
<td>9</td>
<td>A minor formatting error OR 1-2 spelling/grammar errors</td>
</tr>
<tr>
<td>8</td>
<td>A couple of minor formatting errors OR 3-4 spelling/grammar errors</td>
</tr>
<tr>
<td>7</td>
<td>A major formatting error OR 5-6 spelling/grammar errors</td>
</tr>
<tr>
<td>6</td>
<td>More than one major formatting error OR 7-8 spelling/grammar errors</td>
</tr>
<tr>
<td>5</td>
<td>Numerous formatting AND spelling/grammar errors</td>
</tr>
<tr>
<td>0</td>
<td>Very little or no work submitted or incorrect file submitted.</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Score</th>
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<tbody>
<tr>
<td>15</td>
<td>Assignment is completed correctly with no spelling or grammar errors</td>
</tr>
<tr>
<td>14</td>
<td>A minor formatting error OR 1-2 spelling/grammar errors</td>
</tr>
<tr>
<td>12</td>
<td>A couple of minor formatting errors OR 3-4 spelling/grammar errors</td>
</tr>
<tr>
<td>11</td>
<td>A major formatting error OR 5-6 spelling/grammar errors</td>
</tr>
<tr>
<td>9</td>
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**Technical Requirements:**

You will find the list of technical requirements for taking an online course on the Casper College website. Simply choose the Distance Education link on the left-hand side of the homepage and from there, click the Technical Requirements tab from the top of the page. The actual web address is http://www.caspercollege.edu/distance_ed/index.html.
Casper College Computer Labs:
A complete list of Casper College Computer labs and associated software can be found at http://www.caspercollege.edu/doit/index.html

Class Policies:

It is imperative that you stay on schedule with your assignments. Be sure to check the due dates as they vary depending on the assignment. It is to your advantage to start the new assignment early in the week in case you run into problems. Waiting until the day before the assignment is due will cause you undue stress and may result in low quality work which will be reflected in your grade. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.

The best way to contact me is via a message on Moodle, I check Moodle daily EXCEPT FOR WEEKENDS. Email sent over the weekend will be answered the next school day. Be sure to contact your instructor if you have a question or need clarification. Do not assume that you should know or understand everything – I am here to assist you with this course so be sure to ASK.

Students must submit their completed chapter assignments through Moodle. Please note that there is one assignment drop-box for each chapter in each book; the drop-box is will be clearly labeled in Moodle. Assignments not uploaded to the correct drop-boxes will not be given full credit.

Last Date to Change to Audit Status or to Withdraw with a W Grade: April 14, 2016.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Project Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
To be successful in the online environment, students must be self-motivated and self-directed when it comes to scheduling your time and getting the work completed. It is up to you to manage your time appropriately. All course work is due as indicated in the class schedule but no later than the final day of classes (May 6, 2016). The final exam must be submitted no later than midnight on May 9, 2016.

**Assignments will be posted weekly in Moodle**

**The instructor reserves the right to change the syllabus as necessary.**