



MICROCOMPUTER DATA BASE

COURSE SYLLABUS

Date 1/11/12

C - L - CR
3 - 0 - 3.0

COURSE NUMBER: CPT 172

PREREQUISITE(S): CPT 101 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases.

TEXTBOOK(S): Shelly, Gary B. and Philip J. Pratt. Microsoft Access 2010: Comprehensive. Course Technology, Cengage Learning: Boston, MA 2011
ISBN: 1-4390-7902-1

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Microsoft Access 2010
SAM 2010 Assessment, Projects, and Training V2.0
Access to the school's portal

The student must have access to Microsoft Access 2010. The student must also use the Foxfire or Microsoft Internet Explorer browser 7.0 or higher. The operating system needs to be Windows XP, Vista, 7, or Macintosh OS9, or UNIX.

USB flash drive or the hard drive (C:) of your personal PC will be used to download data files from the publisher's website, the assignment drop box, or SAM 2010. These files will be modified for most of your projects and lab assignments. (See the assignment checklist link on the home page).

METHOD OF INSTRUCTION: Students are expected to read and complete each assigned chapter. Files will be produced in the Access 2010 application. Tutorials, projects and training are due according to the course calendar/addendum. **ALL Tests,**

**Training and Projects must be completed in SAM 2010
WITHIN THE SPECIFIED TIME PERIOD.**

NO LATE WORK WILL BE ACCEPTED!

<u>GRADING SYSTEM:</u>	90	-	100	=	A
	80	-	89	=	B
	70	-	79	=	C
	60	-	69	=	D
	Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

<u>GRADE CALCULATION METHOD:</u>	Tests	=	35%
	Projects/Training	=	30%
	Tutorials	=	10%
	Capstone Project	=	10%
	Final Exam	=	15%
		=	<u>100%</u>

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal. Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Academic Director

Mrs. Kathy Locke
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Department Chair

Mrs. Karen Ravan
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Create, edit, and format databases
 1. Plan and design various database objects
 2. Format tables, forms and reports
 3. Proofread accurately

- II. Work with database objects
 1. Distinguish between various database objects and their purpose
 2. Plan and develop tables of information

- III. Query a database
 1. Format and select fields for query requirements
 2. Introduce strategies for searching numerous fields of data

- IV. Share data among applications
 1. Analyze and prepare Main documents
 2. Distinguish field codes and data source records

- V. Create forms and reports
 1. Plan, create and format forms
 2. Plan, create and format reports

- VI. Use Macros, Switchboards, Pivot tables and Pivot charts
 1. Recognize the role and requirements for advanced database tools
 2. Create and modify macros for Access tasks

- VII. Use Structured Query Language (SQL)
 1. Customize database designs and formats using Structured Query Language (SQL)
 2. Recognize Structured Query Language (SQL) code