



SCOTTSDALE COMMUNITY COLLEGE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT

## CIS 117DM Microsoft Access Database Management

Fall 2011 • Section: 36310 (TuTh 10:30-11:45)

**INSTRUCTOR** Tom Trolen

**OFFICE HOURS** MoWeThFr ...9:30 – 10:20 am  
(CM 410) Tu.....12:00 – 1:00 pm  
and by appointment

**OFFICE** [CM 410](#)

**MY LAB HOURS** MoWe .....10:30 – 11:20 am  
(CM 442)

**PHONE** 480.423.6265 (voice mail)  
480.423.6449 (fax)

**STUDENT TECH** MoTuWeTh ..7:00am–8:00pm  
**CENTER** Fr.....7:00 am – 4:00 pm  
(IT100) Sa .....8:00 am – 4:00 pm  
Su .....Closed

**E-MAIL** [thodm57011@maricopa.edu](mailto:thodm57011@maricopa.edu)

**SCC HELP DESK** 480.423.6274

**WEB SITE** <http://www.scottsdalecc.edu/trolen>

### REQUIRED TEXT

[New Perspectives on Microsoft Office Access 2010 Comprehensive](#), Adamski & Finnegan, Course Technology, Cengage Learning, 2011. You can acquire either the paperback (ISBN: 978-0-538-79847-1) or an ebook (ISBN: 978-1-111-54908-4).

I consider this textbook to be a superb way to learn database concepts and develop proficiency in Access. Investing the time to carefully read and work through the assigned tutorials and webcasts will enable you to master the material and succeed in the course.

Textbook-based readings and tutorials will form the core of your learning so acquire your copy ASAP! You can purchase it from [cengagebrain.com \(the publisher\)](#), the college bookstore (480.423.6554, Room SC-104), or from an online vendor such as [amazon.com](#), [Barnes and Noble](#), or [efollet.com](#).

### OTHER MATERIALS

You'll need a USB flash drive to store data files required for the exercises and tutorials. Be sure to make backup copies of your data files!

I have placed copies of my class notes and several other documents on my web site. You may print these materials and use them to guide your pre-class study time. In addition, use them during class to reduce the amount of class time devoted to taking notes increase your listening time.

I have recorded a series of **webcasts** -- streaming videos that cover most of the topics and practice activities we do during our class sessions. If you miss a class session, I suggest you view and work through the corresponding portions of the tutorial webcast so you are caught up and ready to participate in the ensuing class session.

### OBJECTIVES

1) To develop a conceptual understanding of database design and database management systems, and (2) to become proficient with *Microsoft Access*.

## PREREQUISITES

None.

## INSTRUCTIONAL GAME PLAN

Our general instructional game plan for each chapter will feature the following components:

- **Initial Learning** -- first, you'll read and work through a chapter tutorial as an out-of-class assignment. Longer chapters may be broken into multiple assignments.
- **Self Assessment** -- each section of each chapter ends with a Quick-Check, a set of questions to test your understanding of the concepts just covered.
- **Reinforcement** -- once you've worked through a given assignment, we'll use class sessions to review important points and cover additional related topics not presented in the chapter. You'll gain additional hands-on practice with the material.
- **Application** --once we've completed material from a given chapter, you'll complete an end-of-chapter case that has you apply what you've learned.

## WORKLOAD

You should plan to spend 5-7 hours out of class *each week* working through tutorials and exercises. You may work in one of SCC's computer labs or at your own *Access*-equipped PC.

## GRADES

Your activities this semester will include (subject to change):

Midterm Exam	100
Final Exam	150
Assignments	310
Total	560

- Exams will cover the material indicated in the attached topic outline. You may make-up a missed exam provided you initiate arrangements within two (2) classes of the missed exam date. Exams will typically include multiple-choice and short answer questions and perhaps hands-on activities. You may use two pages of notes during the midterm exam (whether 2 sheets single-sided, or one sheet back-to-back). Violation of these limitations will result in a major deduction from your exam score. I suggest you create your notes with a word processor so you'll be able to modify them for use during the final exam. You will turn in your notes as you turn in your exam.
- The final exam will be comprehensive but will emphasize material since the midterm. You may use your notes from the midterm exam plus two additional sides (whether 4 sheets single-sided, or two sheets back-to-back).
- Assignments are due by the **beginning** of the period on the due date. You'll generally submit files for grading by sending them as an email attachment to [thodm57011@maricopa.edu](mailto:thodm57011@maricopa.edu). Be sure to retain a copy of each homework submission email you send in case I don't receive your original message (e.g.: spam filtered, message bounces, full inbox, etc.). Assignments may be turned in late, with a 10% per 24-hour late penalty. If your assignment is not ready to turn in, do not skip the beginning of class in order to finish it. Since the late clock begins at the very beginning of the period, you will find it better to attend class as we cover the new material and turn in your exercise later that day (or the next). Doing so also prevents class disruption by late-arriving students.

To minimize late penalties, send your file as soon as you've completed the assignment. I'll use the timestamp on your email message to indicate when you finished the assignment.

- Final grades will be based on the schedule below. Borderline cases will be decided based upon your final exam score and number of missing assignments.

<b>GRADE</b>	<b>%</b>
A	≥90
B	80-89
C	70-79
D	60-69
F	≤ 59

### **IN-STATE TRANSFERABILITY**

ASU	elective credit
UA	elective credit
NAU	elective credit

### **COMMUNICATION**

On weekdays (Monday-Friday), I generally check email and voicemail messages at least twice a day and plan to respond as soon as possible.

It is important that you complete and understand every class assignment and that you complete assignments by their due date. If you have questions or encounter difficulty, contact me as soon as possible, via office hours, lab hours, email, or phone, in order to minimize impediments to your learning progress.

### **ATTENDANCE**

In order to get the most out of this class you must attend every session! Tips and techniques not covered in the text will be presented and you will be responsible for them. In addition, you will miss important hands-on practice time.

Your attendance will affect your point total and your grade. Attendance will be taken each class period in order to comply with state law. If you miss class, get together with a classmate to study and complete pending assignments *before* the next class meeting. After two (2) absences, you *may* be withdrawn from the class. If you intend to drop the course, it is your responsibility to process the required paperwork by the deadline in the SCC class schedule.

If you miss a class session, I suggest you view and work through the corresponding portions of the tutorial webcast so you are caught up and ready to participate in the ensuing class session.

### **MAKE A COMMITMENT TO SUCCEED!**

Based on my own perceptions and on student feedback from prior semesters, if you want to get the most out of this course you should:

- Attend every class meeting and participate
- Plan your weekly schedule and allocate adequate time to complete reading and homework assignments
- Keep up with reading assignments and hands-on activities
- Study with a partner
- Be aware of class policies and deadlines
- Use my office and lab hours for “one-on-one” help

### **ACCOMMODATIONS**

It is a college policy to provide reasonable accommodations to students with disabilities. If you would like to request accommodations due to a physical, mental, or learning disability, please contact the Disability Resources & Services office, SC-144, 480-423-6517.

## ACADEMIC CONDUCT

The *SCC General Catalog* contains language regarding student conduct and responsibility and cites general areas of misconduct, which are subject to disciplinary action. Specific examples of academic *misconduct* relating to this course include:

- Asking another student for a copy of their printouts or data files.
- Copying another student's work and turning it in as one's own.
- Working jointly on an assignment with each student turning in a copy of the joint product, attempting to create the impression that each student worked independently.

If another student asks for a copy of your work, I require that you report the incident to me immediately.

**Bottom Line: You must each do your *own* work on your *own* computer with your *own* data files.**

## CIVILITY

As implied in the course policies above, students are expected to behave in a responsible and proactive manner. Students participating in disruptive activities that interfere with the teaching and learning process will be asked to leave for the balance of the class period. Repeated incursions may result in withdrawal from the course. Specific examples of disruptive activities include:

- unnecessary talking
- cell phone usage (including ringing, talking, text messaging, picture taking, etc.)
- off-task computer usage
- chronic lateness or early departure

## POLICY AWARENESS

Students are responsible for being aware of and complying with

- the policies described in this course syllabus. Students will be notified by the instructor of any changes in course requirements or policies.
- the policies included in the college catalog and the student handbook.

## SCC GENERAL EDUCATION STATEMENT

General Education enhances students' abilities to critically analyze information and ideas and effectively communicate in Written, Oral, Visual, and Numerical form. General Education is WOVeN through the curriculum at Scottsdale Community College.

## TENTATIVE SCHEDULE

Assignment details and due dates are posted on the [What's Due](#) page of the course web site.

The topic outline below indicates the material that will be covered each period. To succeed in the course, you must complete assignments *before* coming to class. Failure to do so will mean that you will not be able to maintain the pace required to keep up.

DATE	CLASS	TOPIC(S)
23-Aug Tue	1	Course Overview + Tutorial 1 <i>Creating a Database</i>
25-Aug Thu	2	Tutorial 1 <i>Creating a Database</i>
30-Aug Tue	3	Tutorial 2 <i>Building a Database and Defining Relationships</i>
01-Sep Thu	4	Tutorial 2 <i>Building a Database and Defining Relationships</i>
06-Sep Tue	5	Tutorial 2 <i>Building a Database and Defining Relationships</i>
08-Sep Thu	6	Tutorial 2 <i>Building a Database and Defining Relationships</i>
13-Sep Tue	7	Tutorial 3 <i>Maintaining and Querying a Database</i>
15-Sep Thu	8	Tutorial 3 <i>Maintaining and Querying a Database</i>
20-Sep Tue	9	Tutorial 3 <i>Maintaining and Querying a Database</i>
22-Sep Thu	10	Tutorial 5, Session 3 <i>Enhancing a Table's Design</i>
27-Sep Tue	11	Tutorial 5, Session 1 <i>Additional Record Selection Criteria</i>
29-Sep Thu	12	Tutorial 5, Session 3 <i>Enhancing a Table's Design</i>
04-Oct Tue	13	Appendix: <i>Relational Database Design</i>
06-Oct Thu	14	Appendix: <i>Relational Database Design</i>
11-Oct Tue	15	Appendix: <i>Relational Database Design</i>
13-Oct Thu	16	Appendix: <i>Relational Database Design</i>
18-Oct Tue	17	<b>Midterm Exam (design portion)</b>
20-Oct Thu	18	<b>Midterm Exam (multiple choice portion)</b>
25-Oct Tue	19	Exam Results + Tutorial 4 <i>Creating Forms and Reports</i>
27-Oct Thu	20	Tutorial 6 <i>Using Form Tools and Creating Custom Forms</i>
01-Nov Tue	21	Tutorial 6 <i>Using Form Tools and Creating Custom Forms</i>
03-Nov Thu	22	Tutorial 6 <i>Using Form Tools and Creating Custom Forms</i> Tutorial 8 <i>Using a Tab Control</i>
08-Nov Tue	23	Tutorial 7 <i>Creating Custom Reports</i>
10-Nov Thu	24	Tutorial 7 <i>Creating Custom Reports</i>
15-Nov Tue	25	Tutorial 7 <i>Creating Custom Reports</i>
17-Nov Thu	26	Tutorial 9 <i>Advanced Table Relationships</i>
22-Nov Tue	27	Tutorial 9 <i>Advanced Table Relationships</i>
24-Nov Thu		<b>Thanksgiving Recess</b>
29-Nov Tue	28	Tutorial 10 <i>Automating Tasks with Macros</i>
01-Dec Thu	29	Tutorial 10 <i>Automating Tasks with Macros</i>
06-Dec Tue	30	Tutorial 12 <i>Setting Database Startup Options</i>
08-Dec Thu	31	(Slack)
15-Dec Thu		<b>Final Exam @ 9:30 – 11:20</b>

## **SCC STATEMENT ON PROMOTING A POSITIVE LEARNING ENVIRONMENT**

Instructors are expected to be professional, courteous, respectful and empathic to students

- Begin and end class on time.
- Be prepared for each class session.
- Provide academic feedback and grade assignments in a timely manner.
- Be available for individual consultation.
- Clarify assignments and inform students of any adjustments to the class schedule.

Students are expected to be reflective, courteous, respectful, and emphatic to classmates, instructor, and other College staff assisting in your learning

- Be in class and be on time.
- Be prepared for class sessions.
- Participate in class activities.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by the due dates.
- Put forth your best effort.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact instructor right away about concerns or situations that interfere with your success in class.
- Comply with policies found in the College catalog and student handbook.

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## Tips for Student Success at Scottsdale Community College

Experience shows that students will be successful when they have enrolled in courses for which they are adequately prepared, are motivated by a sincere commitment to excel, and are connected with their instructors, peer students and campus resources. Here are some concrete tips that you should consider.\*

- **Identify your goals and your strengths and weaknesses.**  
Select the right course, taking into account your preparedness and any prerequisites. Be sure to consult with an advisor and take all appropriate placement tests. Be aware of SCC resources to help you further develop effective study skills
- **Identify and utilize the SCC campus resource areas to build on your strengths and help overcome your weaknesses. These include:**  
Writing Center                      Math/Science Center                      Counseling Center  
Independent Study Lab              Open Computer Lab
- **Build a time management plan.**  
Be sure to include when and how much you'll need to study to meet your goals and course assignment deadlines. In addition, you may need to allocate time for work, family, recreation and other activities. Try to strike a balance that will help you succeed! Take advantage of classes and workshops that help you develop your time management skills.
- **Study with a partner.**  
Use a study partner to help go over key points and to clarify areas you have questions about. Study at a specified time in a place that is free from distractions.
- **Attend every class meeting.**  
Student achievement is related to class attendance. If you must be absent, make arrangements to share notes with a reliable classmate. Contact your instructor or a classmate to determine what you missed and what you need to do to prepare for the next class meeting.
- **Take good notes on lectures and on reading materials.**  
In addition to studying your notes while preparing for quizzes and exams, use your notes to keep track of problem areas to go over with your instructor or your study partner.
- **Actively develop questions about course content to clarify your understanding.**  
Active studying will increase your understanding of the course contents.
- **Participate in class discussions.**  
This will allow you to try out your understanding of concepts and raise important questions.
- **Get to know your instructor.**  
Many students choose to attend SCC for its smaller class sizes and its accessible instructors. Be aware of your instructor's office hours and take advantage of them for one-on-one help. If you have time conflicts with your instructor's office hours, ask to set up an appointment at a mutually convenient time.
- **Be aware of policies and deadlines.**  
Become familiar with the course objectives, policies, and deadlines cited in your instructor's syllabus. In addition, the SCC General Catalog describes many District and campus-level policies.

\* adapted from ASSET