

North Central State College
COURSE SYLLABUS
2009-2010

- A. **Course Number and Title:** CIS 129 - Microsoft Access Advanced
- B. **Academic Division:** Technology and Workforce Development
- C. **Department:** Technology
Program: Computer Information Systems
- D. **Lecture Hours:** 1
- E. **Lab Hours:** 2
- F. **Credit Hours:** 2
- G. **Prerequisites:** CIS 123 or CIS 109
- H. **Course Description from Catalog:** This second level course covers expert Access features, including building and modifying advanced tables, building and modifying forms, refining queries, using advanced report features, defining relationships, and using Access tools.

Students on Academic Alert cannot register for the online class.

I. **Textbook:**

Title: *Benchmark Series: Microsoft Access 2007 Level 2 with CD & SNAP Assessment (Windows XP version)*
Author: Seguin
Publisher: EMC Paradigm Publishing Company

Note: *If you purchase a used textbook, you will still need to purchase a new SNAP booklet they are sold separately at the book store*

Note: *NCSC will be using the XP operating system for Windows 08-09.*

J. **Workbook(s) and/or Lab Manual(s):** None

K. **Purpose of Course:** To utilize the advanced features of database processing using a Windows-based word program such as Microsoft Access.

L. **Supplies Needed:** **Traditional students** will need a flash drive (to store files)
Online students will need access to a computer that has Microsoft Access and Internet access (Note: The Open Lab is available to students at no cost)

M. **Course Outcomes/Assessment Procedures:**

The following Core Learning Outcomes are addressed in this course:

Core Learning Outcome	
Communication – Written	
Communication – Speech	
Culture and Community	
Critical Thinking	X
Computer Literacy	X
Computation	

Upon successful completion of the course, the student should be able to:

Outcomes	Assessments
1. Modify a table's design by selecting appropriate data types and modifying fields.	Exam Problem-based project
2. Design and edit relationships between tables and create and modify lookup fields.	Exam Problem-based project
3. Create, modify and run queries using filters, sub-queries, prompted criteria, multi-valued fields, and make-table, delete and append queries.	Exam Problem-based project
4. Design and create a custom form, add calculated controls and graphics, create a datasheet form, sort and find records within a form.	Exam Problem-based project
5. Design and create a custom report, add features and enhance a report, group records and add aggregate functions, modify section and group properties, create and format a chart.	Exam Problem-based project
6. Create a database and tables using templates, copy a table structure to create a new table, use Access tools to optimize and document a database.	Exam Problem-based project
7. Create, edit and run macros, create a switchboard, configure database options, and secure a database.	Exam Problem-based project
8. Import data from external sources, export data to a text file, and publish data.	Exam Problem-based project

N. **Course Content:**

1. Designing the structure of tables
2. Designing and building relationships and lookup fields
3. Designing queries using advanced techniques
4. Creating and using custom forms
5. Creating and using custom reports
6. Using Access tools and managing objects
7. Automating, customizing, and securing Access
8. Integrating Access data

O. **Planned Activities:**

Traditional (face-to-face) class	Online Class
1. Lecture on principles and give sample problems to be completed in class	1. Online orientation for guidelines of the online course; Tutorials and guided activities to be completed online
2. Lab projects for homework and grade	2. Exams which require the application of the principles covered in course materials, online tutorials and guided activities.
3. Exams which require the application of the principles covered in lecture, practice problems and lab projects	3. Problem-based projects which require the application of skills covered in the online tutorials and exams

P. **Grading and Testing Guidelines:**

College Grading Scale:

100 to 95	A	79 to 77	C
94 to 92	A-	76 to 74	C-
91 to 89	B+	73 to 71	D+
88 to 86	B	70 to 68	D
85 to 83	B-	67 to 65	D-
82 to 80	C+	64 and Below	F

Grading: Please refer to the instructor's first day handout for components of the course grade.

- Q. **Attendance Requirements:** All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students

are expected to process a formal withdrawal through the Student Records if unable to complete a class.

Attendance is expected and necessary for your progress. (However, it should be remembered that the standards for adult students with jobs and families require flexibility.) It is the student's responsibility to make up any work; appropriate penalties may be assessed. There will be no opportunity to make up tests for unexcused absences. Just calling in and leaving a message does not constitute an excused absence.

R. **Other Specific Guidelines and Requirements** The instructor may deduct points if lab projects are turned in late.

S. **Statement on Disabilities**

Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who do not have a documented disability but who encounter difficulty in their courses are encouraged to visit the Student Success Center. The following are some of the services available to students: academic assistance, advising services, peer tutoring, personal counseling, and referral for LD testing. Students are welcome to come and discover the kinds of assistance available in the Student Success Center (Room 136 in Kee Hall; phone 419-755-4764).

T. **Statement on Withdrawals**

As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. You may do this up to the end of the eighth week during a regular eleven-week quarter and up to the end of the fifth week during an eight-week term. Classes not following an eight or eleven-week schedule have different withdrawal and refund dates. Contact the Student Records Office for applicable dates. "The last day to officially drop a class is posted on the academic calendar available on the college's website, www.ncstatecollege.edu, under the Academics heading on the home page, is available at the Student Records Office in Kee Hall, and is published in the college's catalog." If you registered for classes in the Student Success Center, you should return there to officially withdraw from any classes. All other students should go to the Student Records Office to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.

U. **Statement of Academic Dishonesty/Plagiarism/Copyright Infringement**

It is the position of the College that the responsibility for academic honesty is that of the student. It is expected that the student's work will be the product of his/her own efforts unless the student clearly indicates otherwise. Academic honesty is an important element of mature, responsible learning.

Dishonest scholarly practices include but are not limited to appropriating, in whatever form, another's work and submitting it as one's own (known as plagiarism), intentionally falsifying information, or taking another's ideas with the intention of passing these ideas off as one's own (also known as plagiarism).

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions. If you have questions whether a particular use is in violation of the Act, please contact the office of the Vice President for Learning.

V. **Classroom Conduct**

All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.

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