Division of Science and Mathematics			
Department	Computer Management Information Systems		
Faculty Member	Aloysius Nagbe		
Course Title	MS Access Techniques and Programming		
Course Number	CIS 132	**Credits**	3
Prerequisites	CIS 161 or permission		
Co-requisite	CIS 161		
# of Lecture Hours	3	**# of Lab Hours**	
Semester	Spring 2021	**Location**	Directed Studies
Course Start Date	01/22/2021	**Course End Date**	5/16/2021
Meeting Information	Fridays bi-weekly 3:00 PM to 4:21 Online using Blackboard Collaborate		
Coordinator:	Aloysius Nagbe		
Coordinator Email	anagbe@rcbc.edu	Phone	856-222-9311 ext.2026

Faculty Contact Information

Email: anagbe@rcbc.edu Phone:856-222-9311 ext. 2026 Web Site: Office: Technology Center Room 211B	**OFFICE HOURS:** **Monday: 11:00 AM – 11:45 AM** **Tuesday: 11:00 AM – 1:30 PM** **Wednesday 11:00 AM – 11:45 AM** **Thursday 11:00 AM – 1:30 PM** **Friday: Available by appointment**
Alternate Contact: Associate Dean: Dr Elizabeth Price	Email: eprice@rcbc.edu

Campus Resources

Transfer Center	Evans Hall, Room 172 Monday - Friday: 8:30 am - 5 pm transfer@rcbc.edu (856) 222-9311, ext. 2737
Career Services Center	Student Success Center Monday - Friday: 9 am - 5 pm (856) 222-9311, ext. 2056 CareerServices@rcbc.edu
Tutoring Center	Student Success Center, Room 209 (856) 222-9311, ext. 2096 Monday: 9:30 am - 4 pm Tuesday: 9:30 am - 4 pm Wednesday: 9:30 am - 4 pm Thursday: 9:30 am - 4 pm Friday: Closed

Course Syllabus

Saturday: 9:30 am - 1:30 pm
Sunday: Closed

Section 2

Course Description

This course covers a review of basic Access operations; relational data base concepts and operations; complex query design, custom form and report design; macros; and modules. Integrating Access with other Windows applications and an introduction to Visual Basic is also covered. It emphasizes specific techniques as well as concepts in data base design, data base programming, and typical data base applications.
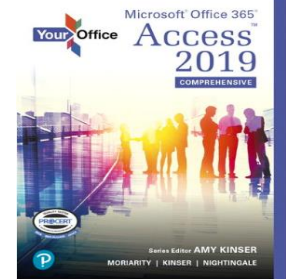
Required Text and Other Materials

Your Offce: Microsoft Office Access 2019 Comprehensive Series Ed AMY Kinser, Pearson |Moriarity, Kinser, Kosharek,   ISBN-13: 9780134479552

Flash Drive: External Hard disk **required** for assignments and exercise
Remote Access: Computer with Internet access, Speaker, and a Microphone
Software: Microsoft Office ACCESS 2019

Course Learning Outcomes

Upon completion of this course, students will be able to:

- Construct and maintain a database
- Make use of querying to obtain information from a database
- Construct forms and reports from a database
- Integrate Access with other software and the internet
- Construct and utilize macros to automate tasks
- Make use of Visual Basic for applications code

Course Objectives

- This course covers a review of basic Access operations
- Relational database concepts and operations
- Complex query design
- Custom form and report design
- Macros
- Modules

- Integrating Access with other Windows applications and an introduction to Visual Basic is also covered
- Covered specific techniques as well as concepts in database design
- Database programming
- Typical database applications

General Learning Outcomes

- Written and Oral Communication: Communication
  - Students will logically and persuasively support their points of view or findings.
- Technological Competency or Information Literacy: Technology
  - Students will demonstrate competency in office productivity tools appropriate to continuing their education.

o   Students will use critical thinking skills for computer-based access, analysis, and presentation of information.

o   Students will exhibit competency in library online database tools appropriate to accessing information in reference publications, periodicals and bibliographies.

o   Students will demonstrate the skills required to find, evaluate, and apply information to solve a problem.

Course Content

- Introduction to Microsoft Access
- Creating and Maintaining a Database
- Querying a Database
- Creating Forms and Reports
- Enhancing a Table's Design
- Creating Advanced Queries
- Creating Custom Forms and Reports

- Integrating Access with the Web and Other Programs
- Using Action Queries and Defining Table Relationships
- Automating Tasks with Macros
- Using and Writing Visual Basic for Applications Code
- Managing and Securing a Database

SECTION 2:

Course and Classroom Policies:

Expectations: Students are expected to attend class, be prepared having read the text chapter beforehand, complete assignments, and to participate in discussions. Students are expected to complete and submit assignments on or before the due date. Students are expected to conduct themselves in a professional manner in classes and labs. You are encouraged to work together to solve problems. However, you must complete your own work.

Required email: Students are assigned an email account by the college (*firstname_lastname@mymail.rcbc.edu*). Students are expected to use this account to correspond with the instructor and to include CIS ###(### represent the course number) in the subject line.

Attendance:
- Students are expected to attend all classes by login into BB to access weekly resources.
- Coming to class late and/or leaving class early without prior permission from the instructor will be counted as an absence.
- All materials will be posted online in the Blackboard course shell as in class exercises and discussions. Attending all classes is the key to success in this class, since all projects/exams will be based on those materials that are covered in the weekly classroom activities.

Late Work Policy
- All course work must be completed by the deadline, if it is not submitted by the deadline the following will occur:
  - A total of 10 points will be deducted for each week until the 5th week after the 5th week a student will receive a grade of 0.

o   All late work must be submitted via Blackboard to the link of the Lab instruction; no work should be e-mailed to the instructor.

Requesting Work

- If a student has prior engagements, that student can request to have work completed and submitted so the work can be submitted on time

Criteria for Grade Determination:

15 Week Assessments:

o   There are two exams a Midterm and a Final
o   There will be weekly lab Assignments and Weekly discussion
o   Most projects will be started in class during in-class exercises. Submitting assignments after the due date will result in loss of grade points.
o   No quiz or discussion board will be given on the week of the Midterm and Finals

Tests/Exam

"Makeup" tests/exams and assignments will be accepted at the instructor's discretion and can result in loss of grade points. Make up tests will allowed only in extraordinary situations. I have a problem with my car is not an acceptable excuse.

Project

The course project will demonstrate the student's ability to design, configure, troubleshoot, design and test databases that are developed using MS Access application. It will also demonstrate the written, documentation and research skills. Overall the course project will show relevance to real world scenarios and also prepare them for specific IT entry level jobs. There will be a rubric used for grading purposes.

Class Participation

Class participation can be a combination of attendance, seeking help from the instructor or tutor, and classroom activities.

Cheating

It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- Copying files or lending your storage device to another student

- Copying answers on exams or glancing at nearby exams

- Printing work for someone else

- Turning in assignments that have been used in other classes

- Purchasing or selling assignments or exam materials

If you cheat, some or all of the following actions will be taken:

- You will receive a lower point score up to and including a zero for that particular assignment or exam.

- A report of the incident may be forwarded to the Dean of Student Services. The Dean may file the report in your permanent record and/or take further disciplinary action.

Weighting of Assessments: A student's final grade in the course will be determined using the following percentage:

Activity	Percentage Weighted Grade
Lab Assignments	45%
Discussion Assignments	10%
Final Project	15%
Midterm Exam	15%
Final Exam	15%
Total	100%
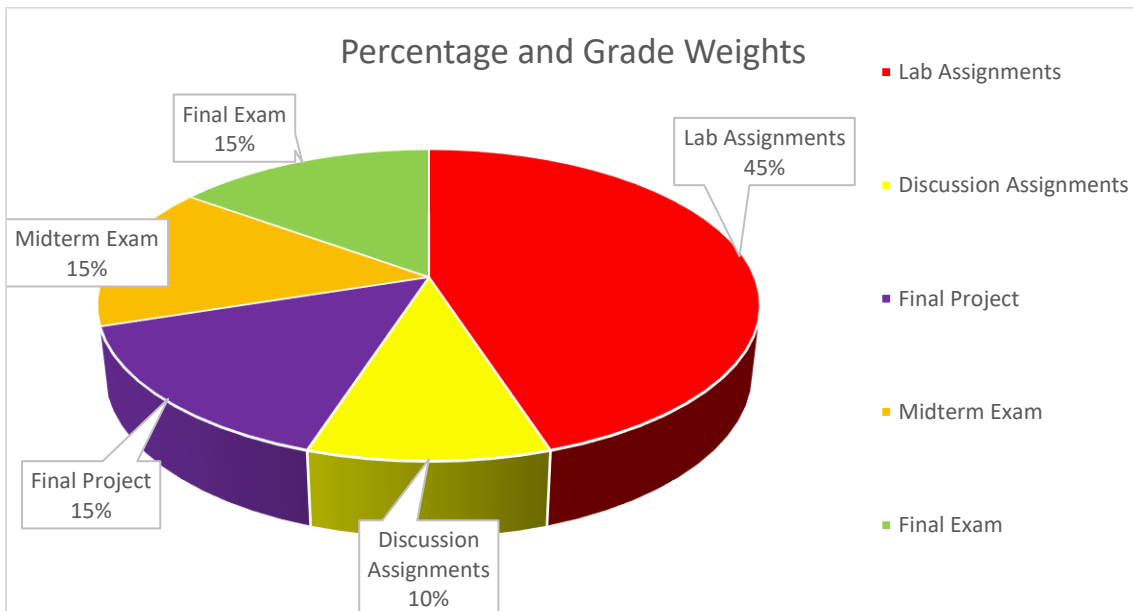
Grade Determination:

Letter Grade	Percentage Grade Range
A	90-100%
B+	85-89.99%
B	80-84.99%
C+	75-79.99%
C	70-74.99%
D	60-69.99%
F	< 60%

Tentative Schedule

15-Weeks Course Outline

Week	Reading and Perform Steps: CHAPTER	Labs, Projects and Weekly Assignments	Assessments
1	Introduction to the Course and Blackboard Common Features Chapter 1: Understanding the common features of Microsoft Office Access Chapter 1: The Four Main Database Objects	1. Discussion Assignment 2. Week 1 Lab Assignment: Prepare Case Practice Case 1 Problem Solve Case 1 Perform in Your Career	
2	*Access Chapter 2: Tables, Keys, and Relationships* *ACCESS BUSINESS UNIT 1: CAPSTONE* *Understanding and Using a Relational Database*	1. Discussion Assignment 2. Week 2 Lab Assignment: Prepare Case Practice Case 1	
3	*Access Chapter 3: Queries and Data Access*	1. Discussion Assignment 2. Week 3 Projects Problem Solve Case 1 Perform in Your Career	

4.	*Access Chapter 4:* *Using Forms and Reports in Access* ***ACCESS BUSINESS UNIT 2: CAPSTONE*** *Accessing, Maintaining, and Presenting Information*	1. Discussion Assignment 2. Week 4 Lab Assignment Practice Case 1 Problem Solve Case 1	
5	***Access Chapter 5:*** *Advanced Tables* ***Access Chapter 6:*** *Pattern Matching and Functions in Queries*	1. Discussion Assignment 2. Week 5 Projects Problems Solve Case 1 Practice Case 1	
6	***ACCESS BUSINESS UNIT 3: CAPSTONE*** *Ensuring Consistent Data and Advanced Querying* Review for the midterm	1. Discussion Assignment 2. Week 5 Projects Perform in your Team	
7	***Access Chapter 7:*** *Aggregated Calculations, Subquerying, and SQL* ***Access Chapter 8:*** *Action Queries and Advanced Relationships*	1. Chapter 7: Practice Case 1 2. Chapter 8: Problem Solve Case 1	Midterm Exam
8	***ACCESS BUSINESS UNIT 4 CAPSTONE*** *Leveraging Queries for Business Information and Intelligence*	1. Discussion Assignment 2. Capstone Project: Perform in Your Career Perform in Your team.	
9	***Access Chapter 9:*** *Advanced Form Settings and Form Types* ***Access Chapter 10:*** *Advanced Report and Mailing Labels*	1. Discussion Assignment 2. Lab Assignment: Perform in Your Career Perform in Your team.	
10	***ACCESS BUSINESS UNIT 5 CAPSTONE***	1. Discussion Assignment	

	Producing Professional Forms and Reports ***Access Chapter 11:*** *Develop Navigation Forms and the User Interface*	2. Capstone Project: Perform in Your Career Perform in Your team.	
11	***Access Chapter 12:*** *Create a Refined User Experience with Macros* ***Access Chapter 13:*** *Use VBA in Access*	1. Discussion Assignment 2. Chapter 12: Lab Assignment: Prepare Case Practice Case 1 3. Chapter 13: Lab Assignment- Problem Solve Case 1	
12	***Access Chapter 14:*** *Implement Your Database*	1. Discussion Assignment 2. Chapter 14: Lab Assignment- Practice Case Practice Case 1	
13	***ACCESS BUSINESS UNIT 6 CAPSTONE*** *Implementing and Automating a Database with VBA*	1. Discussion Assignment 2. Cap	
14	Course Project	Capstone Project: 1. Perform in Your Team 2. Make up missing labs and projects 3. Review for the final exam	
15	Final Exam Review		Final Exam

Please realize that if you are taking this course during 5, 7, 10, or 15 weeks semester, the workload is still the same. A shorter semester does not mean less work, you still

need to earn 3 credits. Therefore, you still need to do approximately 135 hours' worth of work regardless of the length of the semester.

**** Subject to change without notice.

SECTION 3:

College Policies:
In order for students to know their rights and responsibilities, all students are expected to review and adhere to all regulations and policies as listed in the College Catalog and Handbook. The current college catalog and student handbook are important documents for understanding your rights and responsibilities as a student in the BCC classroom. Please read your catalog and handbook as they supplement this syllabus, and can be accessed at rcbc.edu/publications . Important policies and regulations include, but are not limited, to the following:
- College Attendance Policy
- Grading Standards
  - Withdraw (W) and Incomplete Grades (I & X)
  - Withdrawal date for this semester – Academic Calendar
- Student Code of Conduct
  - Academic Dishonesty/Plagiarism and Civility
- Use of Communication and Information Technology

Academic Integrity Code

- *Plagiarism* – Plagiarism includes copying or paraphrasing another's words, ideas, or facts without crediting the source; submitting a paper written by someone else, either in whole or in part, as one's own work; or submitting work previously submitted for another course or instructor. Plagiarism on any assignment will result in failure for that assignment and may result in further disciplinary action, including but not limited to failure for the course. Please refer to the Student Handbook for additional information regarding plagiarism and College regulations.

  - *Cheating – includes* but is not limited to the following:

    - *Copying files or lending your storage device to another student*

    - *Copying answers on exams or glancing at nearby exams*

    - *Printing work for someone else*

    - *Turning in assignments that have been used in other classes*

    - *Purchasing or selling assignments or exam materials.*

- *Texting, Cell phones, and Laptops* – should be turned off in class or the ringer must be turned to silent. No texting is allowed in class during instruction time.

- *Internet and Other Computer Use* – all students are required to abide by established RCBC computer and Internet use procedures and regulations. Willful damage to or misuse of RCBC computers and/or software

will be considered a violation of the RCBC Student Code of Conduct. Criminal prosecution may also result. This applies to IPODS, games or electronics of any kind, instant messenger, and social media.

Student Conduct Code - We shall abide by the expectations outlined in the Student Handbook (page 106-112). RCBC students are accountable according to the standards established in this policy. http://www.rcbc.edu/PDFFiles/publications/1314Handbook.pdf

Tutoring - RCBC offers free tutoring for all currently enrolled students. For more information regarding the Tutoring Center, please call extension 1495 at (609) 894-9311   or visit the Tutoring Center website at: http://www.rcbc.edu/pages/218.asp

Academic Advisement – RCBC provides Academic advising and free referral services to all students through the office of Academic Advising. For more information, visit the drop in centers at the Lewis Parker Center (Pemberton Campus) or Laurel Hall (Mt. Laurel Campus). Call extension 7337 at (609) 894-9311 or (856) 222-9311 or visit the website at: *http://www.rcbc.edu/pages/206.asp*

Library Resources – The RCBC Library provides access to the information resources you need to succeed in your studies, including books, journals and databases. Library Information Specialists provide support in finding and utilizing these resources. Library services are available at the Pemberton and Mount Laurel campuses and online. In Pemberton you can visit the Library located in the William K. McDaniel Integrated Learning Resource Center (ILRC), in Mt. Laurel at the Technology and Engineering Center (TEC) and online at http://staff.rcbc.edu/library. Online services include IM Chat, text, and phone support during regular hours and access to a wide variety of journals and databases 24/7/365 from both on and off campus. Library hours are posted in the libraries and on the library website.

Office of Student Support and Disability Services: RCBC welcomes students with disabilities into the college's educational programs. Access to accommodations and support services for students with learning and other disabilities is facilitated by staff in the Office of Student Support (OSS). To receive accommodations, a student must contact the OSS, self-identify as having a disability, provide appropriate documentation, and participate in an intake appointment. If the documentation supports the request for reasonable accommodations, the OSS will provide the student with an Accommodation Plan to give to instructors. For additional information, please contact the Office of Student Support at 609-894-9311, ext. 1208, disabilityservices@rcbc.edu, or rcbc.edu/studentsupport.

Educational Technology Statement: Rowan College at Burlington County (RCBC) advocates the use of technology to enhance instruction. Students should assume that classroom and online technology will be used throughout their coursework at RCBC, as it will most certainly be used in their future education and careers. The College provides on-campus facilities for the convenience of the RCBC community. Various college departments, including the Office of Information Technology and the Office of Distance Education, provide technology training and assistance to faculty and students.

Student Success Services: RCBC offers a variety of free services for its students including those listed below. Descriptions of these services, as well as many others, can be found in the College Catalog and Handbook and on the RCBC website at rcbc.edu/publications.

- Academic Advisement (rcbc.edu/advising)
- Career Services (rcbc.edu/careers)
- Educational Opportunity Fund (EOF) (rcbc.edu/eof)
- Financial Aid (rcbc.edu/financialaid)
- International Students Office (rcbc.edu/international)
- Library/Integrated Learning Resource Center (ILRC) (rcbc.edu/library)
- Office of Veteran Services (rcbc.edu/vets)

- Student Support Counseling (rcbc.edu/cpit)
- Tutoring Center (rcbc.edu/tutoring)
- Test Center (rcbc.edu/testcenter)
- Transfer Services (rcbc.edu/transfer)