

# UNION COUNTY COLLEGE

## COURSE SYLLABUS

### ACCESS, ADM216/CIS 116

#### COURSE DESCRIPTION

This course introduces the student to the use of a current version of *Microsoft Access*. Students create a database and learn to maximize productivity. Some of the topics included are creating a database; organizing and retrieving data; working with tables; creating queries and advanced queries; building forms, reports, and data access pages; automating and extending Access; entering criteria; sorting; structure; validation; referential integrity; the World Wide Web; Hyperlink fields; briefcase replication; Wizards; and macros. Material covered in this course helps prepare the student for the Microsoft Certified Applications Specialist (MCAS) exam in Access. This course is also listed as ADM 216. Prerequisites: ENG 089 and MAT 011; ADM 101 recommended. 2 lecture and 2 lab hours. 3 credit hours.

#### STUDENT LEARNING OUTCOMES

By the end of this course, you will be able to:

1. Design, build, and edit a database
2. Define relationships
3. Create queries, forms, and reports
4. Share, integrate, and analyze data
5. Use action queries and establish advanced relationships
6. Automate tasks with macros
7. Use Visual Basic for application code
8. Manage and secure a database

#### INFORMATION LITERACY

An essential element of this course includes information literacy. "Information Literacy" is the evaluation and assessment of integrated information. An understanding of its ramifications and implications through the critical use of information literacy will be discussed. Students will be able to locate, discern, and effectively use information to solve issues and/or problems.

#### REQUIRED MATERIALS

- ***New Perspectives on Microsoft Office Access 2013, Introductory, 1<sup>st</sup> Edition.*** Adamski, Finnegan, and Scollard. Course Technology, 2014. ISBN: 978-1-285-09921-7.  
CIS 116 uses the comprehensive textbook. Copies of chapters 9-12 from the comprehensive textbook will be distributed later in the semester.
- SAM 2013 Assessment, Projects, and Training, V1.0, 1st Edition, Course Technology. Printed Card: ISBN 978-1-285-42749-2 or Instant Access Code from [www.cengagebrain.com](http://www.cengagebrain.com). If you already have a **SAM 2013** (Assessment, Projects, and Training) username, you do **not** need to purchase it again. You cannot use SAM 2010.
- One USB flash drive or hard drive. It is important that you save all your work on this device until your final grade has been received. If you are completing the work on campus, you must save your work to a USB.

## GRADING PROCEDURES

Textbook Assignments	20%
SAM Assignments	30%
Unit Tests	30%
Final Exam	20%

## GRADING SYSTEM

A	90 or above
B+	87 – 89
B	80 – 86
C+	77 – 79
C	70 – 76
D+	67 - 69
D	60 - 66
F	below 60

## FINAL GRADE

As stated on page 32 of the *Union County College 2013-2014 Catalog*, “It is the student’s responsibility to report an error on his/her recorded grade to the Instructor within two weeks of posting of the grade. Otherwise, it is assumed that the grade is accurate and will be recorded permanently on the student’s record.”

## CLASS POLICIES

1. This is a blended section. Since a blended section only meets half the time on campus, it is important for you to attend all classes.
2. Students must use Microsoft Access 2013 to complete assignments. Assignments are due by the date posted on the ANGEL calendar. All assignments must be submitted in order to pass the course. Be sure to keep up with the assignments.
3. If you are repeating this course, you *must* re-create all assignments. Be sure to create new files. Work submitted from a previous semester will not be accepted.
4. Late work will be accepted; however, eleven points will be deducted for each day the assignment is late. No work will be accepted more than three calendar days after the due date. *During the last full week of class, no work will be accepted late.* Be sure to check the calendar!
5. All tests and final exam must be taken. Each test may be taken only one time; so be sure you are prepared to take the test. Tests/final cannot be made up. A grade of zero will be given for any missed test. The final exam must be taken; failure to do so will result in failing the course.
6. SAM 2013 is used for the Access tests. You must take *all* SAM tests to receive a passing grade for the course. Each SAM test may be taken only one time; so be sure you are prepared to take the test. While taking each SAM test, you must disable any and all pop-up blockers that are enabled. You are on the honor system – while you may use your textbook for reference when taking a SAM *hands-on* test, any other type of assistance is prohibited. Do not use textbooks, notes, or any other type of assistance for objective tests. Some Access assignments are also submitted through SAM. Do not discard the SAM 2013 card that was included with the textbooks. Be careful when opening the envelope.
7. To appeal a grade you must send a mail message to the instructor through ANGEL within three days of the posted grade. Overdue appeals will not be considered.

8. It is important for you to log on to the class site at a few times a week. Including class time, you will need to spend a minimum of eight hours a week completing the work for this class.
9. Your overall final average must be a minimum of 60 (D). A minimum grade of “C” is usually required for credits to transfer to another college. All assignments, projects, tests, and final exam must be taken and submitted with an overall average of 60 or above in order to pass the course. See Grading System section above.
10. Students must accept the responsibility and consequences of their actions for this class.

## **COURSE POLICIES**

### ***Preparing for Assessments***

When preparing for tests, be sure to review the appropriate chapters in the Access textbook, take the corresponding SAM chapter training, complete the corresponding assignments, and study.

### ***Email***

Students are responsible for reading any and all emails sent by their instructor through ANGEL email.

### ***Appeals Policy***

To appeal a grade, send an email to your instructor's email address within one week of the grade having been received. Overdue appeals will not be considered.

### ***Incomplete Policy***

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the *Union County College Catalog*. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

### ***Cheating Policy***

Students are expected to uphold the school's standard of conduct relating to academic honesty.

Students assume full responsibility for the content and integrity of the academic work they submit.

The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own work.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and may be subject to disciplinary action as described in the policy on “Academic Integrity” in the *Union County College Catalog*. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

Each student must develop his or her own solutions to the assigned exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

### **Laboratory Policy**

Although the homework and laboratory assignments comprise 40 percent of the final grade, a student can receive a final grade no greater than a D if all homework or laboratory exercises are not submitted.

Unless otherwise stated, homework and laboratory assignments must be submitted by the end of the scheduled due date. Assignments handed in after the due dates are considered late.

No assignments will be accepted more than three calendar days after the due date. Plan to spend approximately eight to ten hours each week on reading, homework, and laboratory assignments.

The electronic file of each textbook assignment must be submitted as an attachment to the corresponding assignment in ANGEL SAM assignments must be submitted through SAM.

### **Disabilities Policy**

Union County College offers reasonable accommodations and/or services to persons with disabilities. Any student who has a documented disability and wishes to self-identify should contact the Coordinator of Services for Students with Disabilities at 908-709-7164, or email [disabiiltysvc@ucc.edu](mailto:disabiiltysvc@ucc.edu). Accommodations are *individualized* and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. In order to receive accommodations, students must be registered with the Disabilities Services Office. Students should register with the office as soon as possible. No accommodation is official until the Faculty Accommodations Alert Form is issued from the student to their instructor.

**CIS 116 – Access**  
**Fall 2014**  
**Blended Tuesday 7:15-9:10**  
**Weekly Assignments**

**September 9**

Introduction, course syllabus, books, and disks  
Logging on, College User ID (reset passwords if necessary)  
Textbook Walk Through  
Lecture: Managing Your Files  
SAM Log On  
SAM Training – Windows; Observe, Practice, Apply (OPA)  
Headsets acceptable for SAM Training

**September 16**

Lecture: Tutorial 1: Creating a Database  
SAM Training – Tutorial One; Observe, Practice, Apply (OPA)  
Tutorial One Assignments:  
    Review Assignment  
    Case Problem 1  
    SAM Project: Tutorial 1- 1a  
    SAM Project: Tutorial 1- 1b

**September 23**

Lecture: Tutorial 2: Building a Database and Defining Table Relationships  
SAM Training – Tutorial Two; Observe, Practice, Apply (OPA)  
Tutorial Two Assignments  
    Review Assignment  
    Case Problem 1  
    SAM Project: Tutorial 2- 1a  
    SAM Project: Tutorial 2- 1b

**September 30**

Tutorial 1 Assignments Due  
**Test: Tutorials 1 & 2**  
Lecture: Tutorial 3: Maintaining and Querying a Database  
SAM Training – Tutorial Three; Observe, Practice, Apply (OPA)  
Tutorial Three Assignments  
    Review Assignment  
    Case Problem 1

SAM Project: Tutorial 3- 1a  
SAM Project: Tutorial 3- 1b

### **October 7**

Tutorial 2 Assignments Due  
Lecture: Tutorial 4: Creating Forms and Reports  
SAM Training – Tutorial Four; Observe, Practice, Apply (OPA)  
Tutorial Four Assignments  
    Review Assignment  
    Case Problem 1  
    SAM Project: Tutorial 4- 1a  
    SAM Project: Tutorial 4- 1b

### **October 14**

Tutorial 3 Assignments Due  
Lecture: Tutorial 5: Creating Advanced Queries and Enhancing Table Design  
SAM Training – Tutorial Five; Observe, Practice, Apply (OPA)  
Tutorial Five Assignments  
    Review  
    Case Problem 1  
    SAM Project: Tutorial 5- 1a  
    SAM Project: Tutorial 5- 1b

### **October 21**

Tutorial 4 Assignments Due  
**Test: Tutorials 3 &4**  
Lecture: Tutorial 6: Using Form Tools and Creating Custom Forms  
SAM Training – Tutorial Six; Observe, Practice, Apply (OPA)  
Tutorial Six Assignments  
    Review Assignment  
    Case Problem 1  
    SAM Project: Tutorial 6- 1a  
    SAM Project: Tutorial 6- 1b

### **October 28**

Tutorial 5 Assignments Due  
Lecture: Tutorial 7: Creating Custom Reports  
SAM Training – Tutorial Seven; Observe, Practice, Apply (OPA)  
Tutorial Seven Assignments  
    Review Assignment

Case Problem 1  
SAM Project: Tutorial 7- 1a  
SAM Project: Tutorial 7- 1b

#### **November 4**

Tutorial 6 Assignments Due  
**Test: Tutorials 5 & 6**  
Lecture: Tutorial 8: Sharing Integrating and Analyzing Data  
SAM Training – Tutorial Eight; Observe, Practice, Apply (OPA)  
Tutorial Eight Assignments  
Review Assignment  
Case Problem 1  
SAM Project: Tutorial 8- 1a  
SAM Project: Tutorial 8- 1b

#### **November 11**

Tutorial 7 Assignments Due  
Lecture: Tutorial 9: Using Action Queries and Advanced Table Relationships  
SAM Training – Tutorial Nine; Observe, Practice, Apply (OPA)  
Tutorial Nine Assignments  
Review Assignment  
Case Problem 1  
SAM Project: Tutorial 9- 1a  
SAM Project: Tutorial 9- 1b

#### **November 18**

Tutorial 8 Assignments Due  
**Test: Tutorials 7 & 8**  
Lecture: Tutorial 10: Automating Tasks with Macros  
SAM Training – Tutorial Ten; Observe, Practice, Apply (OPA)  
Tutorial Ten Assignments  
Review Assignment  
Case Problem 1  
SAM Project: Tutorial 10- 1a  
SAM Project: Tutorial 10- 1b

#### **November 25**

Tutorial 2 Assignments Due  
Lecture: Tutorial 11: Using and Writing Visual Basic for Applications Code  
SAM Training – Tutorial Eleven; Observe, Practice, Apply (OPA)

Tutorial Eleven Assignments  
Review Assignment  
Case Problem 1  
SAM Project: Tutorial 11- 1a  
SAM Project: Tutorial 11- 1b

**December 2**

Tutorial 10 Assignments Due  
Lecture: Tutorial 12: Managing and Securing a Database  
SAM Training – Tutorial Twelve; Observe, Practice, Apply (OPA)  
Tutorial Twelve Assignments  
Review Assignment  
Case Problem 1  
SAM Project: Tutorial 10- 1a  
SAM Project: Tutorial 10- 1b

**December 9**

Tutorial 11 & 12 Assignments Due  
**Test: Tutorials 9 & 10**

**Note:** Final exam is Tuesday, December 16