

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

|  |                          |                                    |   |   |   |
|--|--------------------------|------------------------------------|---|---|---|
| <b>COURSE:</b><br>CPT                    | <b>PREFIX NO.</b><br>172 | <b>EFFECTIVE DATE</b><br>FALL 2006 | <b>NEXT EFFECTIVE DATE</b><br>FALL 2007 |   |   |
| <b>TITLE:</b><br>Microcomputer Data Base |                          | <b>CREDITS</b><br>3                | <b>CONTACTS</b>                         |   |   |
|  |                          |                                    | <b>CLASS - LAB - TOTAL</b>              |   |   |
|  |                          |                                    | 3                                       | 0 | 3 |

**PREREQUISITES:** CPT-101 or CPT-114 with grade of "C" or better

**DESCRIPTION:** This course introduces microcomputer database concepts, including generating reports from databases, creating, maintaining, and modifying databases.

**TEXTBOOK(S) OR ALTERNATIVE:** New Perspectives on Microsoft Access 2003, Comprehensive, Second Edition. Joseph J. Adamski & Kathleen T. Finnegan, Course Technology Publishing, 2006.

**MATERIALS (specifying those to be purchased by student):**  
Textbook and optional backup diskette

**COLLATERAL READING:** None

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Dishonesty:** Students are reminded of the College Policy regarding Academic Dishonesty (see College Catalog page 29-30). Should a student break College Policy and complete any assignment not entirely his/her own work or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

**Attendance:** The student will be dropped after his/her: 9<sup>th</sup> absence for Monday/Wednesday/Friday DAY students; 6<sup>th</sup> absence for Tuesday/Thursday DAY students; and 3<sup>rd</sup> absence for Evening students.

**NOTE:** Summer students may miss no more than 2 absences at night or 8 during the day.

In the event that the student misses more than the allowable absences, the student will be dropped by the Instructor, who will complete a Withdrawal form, with a grade of "F". **If the student wishes to withdraw from the class, the STUDENT must complete a Withdrawal form which can be found in the Student Development Office of the College.** The student will receive a grade of "W" if the work completed to date is acceptable; a grade of "WF" will be assigned if the work is unacceptable.

**Tardy:** The student will be marked as Tardy when arriving after the class roll has been called. Three (3) tardies will constitute one (1) absence.

Class Policy: During either a test or lab project, anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the project or test. Also, there is to be no food or beverages in the computer lab **at any time**.

All lab diskettes are to be turned in to the Instructor before the student leaves the classroom. **NO** diskettes are to be taken from the classroom and **NO** diskettes are to be brought into the classroom from other areas.

No radios or headphones are allowed in the classrooms.

Electronic communication devices (pagers, cell phones, etc.) are not allowed in the classroom. On call emergency personnel should see the instructor for an exemption.

Students are required to prominently display a valid NETC photo ID at all times.

Computer User Responsibilities: (See College Catalog, Page 26)

- ★ Software - Software is protected by copyright and licensed for use by NETC only. Software may not be removed, transferred, copied or modified.
- ★ Hardware - Computers are available for use only during scheduled or assigned hours. Student users have priority. Users may not abuse or alter any computer capabilities or settings.
- ★ Web Access - NETC provides access to the Internet for educational and research purposes. The College prohibits use of computer facilities for hacking accounts at NETC or any other location, games, chatting, personal e-mailing, downloading programs, changing settings, browsing offensive sites or transmitting illegal, unlawful or immoral information. NETC computers may not be used for personal gain or profit. Access to personal e-mail accounts without specific permission is prohibited due to e-mail delivery of viruses.

Written Assignments: The instructor reserves the right to refuse any paper that is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of "F".

It is the responsibility of the STUDENT to make arrangements to make up any work missed due to an absence. The Student will receive a grade of "F" for any projects not completed due to an absence.

Disabilities Statement: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog).

RESOURCES (A-V, persons, tools/equipment):  
Computers and Overhead Projection

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE CLASS SCHEDULE

|                |  |
|----------------|--|
| Tutorials 1-2  | Introduction to Microsoft Access 2003 and Database Concepts<br>Creating and Maintaining a Database |
| Tutorials 3-4  | Querying a Database<br>Creating Forms and Reports  |
| Tutorials 5-6  | Enhancing a Table's Design and Creating Advanced Queries<br>Creating Custom Forms                  |
| Tutorials 7-9  | Creating Custom Reports<br>Integrating Access with the Web and with Other Programs                 |
| Tutorials 9-10 | Using Action Queries and Defining Table Relationships<br>Automating Tasks with Macros              |

OBJECTIVES OF COURSE: Upon successful completion of this course, the student should be competent to perform the following:

1. Knowledge of database terminology;
2. Creating and maintaining database tables, defining table relationships;
3. Creating, running, and saving queries;
4. Sorting and filtering records;
5. Creating and customizing reports and forms;
6. Replicating a database; using wizards.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lecture  
Tests  
Lab assignments and projects

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:** The student will be given lab assignments and projects during the semester as the concepts are presented in lecture or in the lab.

All projects will be given a due date. Ten (10) points will be deducted from the grade if the project is submitted after the due date. This applies to both day and evening students.

No project will be accepted more than one week after the assigned due date. A grade of "F" will be assigned the work if the time schedule is not met.

There will be no retests or makeup tests given without a valid excuse for missing the examination. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken at a time established by the Instructor.

**GRADING SCALE:** The final grade will be determined by the following grading scale and percentage weight system:

|              |                    |
|--------------|--------------------|
| 93 - 100 = A | 50% - Lab Projects |
| 85 - 92 = B  | 50% - Tests        |
| 78 - 84 = C  |                    |
| 70 - 77 = D  |                    |
| BELOW 70 = F |                    |

**COLLEGE-WIDE COMPETENCY:** The Student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.