

Northeastern Technical College

Microcomputer Data Base

INSTRUCTOR: Polly McLain
COURSE TITLE: Microcomputer Data Base
COURSE PREFIX AND NO.: CPT 172
CREDIT HOURS: 3.0
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COURSE DESCRIPTION:

This course introduces microcomputer data base concepts, including generating reports from data bases, creating, maintaining, and modifying data bases

TEXTBOOK:

Microsoft Office Access 2007, Illustrated Complete, Lisa Friedricheen, Course Technology Publishing, 2008; available through the NETC Book Nook, your local book retailer or Amazon.Com

ATTENDANCE:

The student will be dropped after their:

9th absence for *Monday/Wednesday/Friday* DAY students;
6th absence for *Tuesday/Thursday* DAY students;
and **3rd** absence for *Evening* students.

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

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

In the event that the student misses more than the allowable absences, the Instructor, who will complete a Withdrawal form, with a grade of "F", will drop the Student. 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.

Important:

*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*



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 radio 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. (See College Catalog).

Students are required to prominently display a valid NETC photo ID at all times. (See College Catalog)

Computer user responsibilities. (See College Catalog).

- Software - 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.

NOTE - The NETC Computer Center monitors computer use with capabilities to track violations of computer user responsibilities. The College will impose disciplinary action for violations.

GRADING METHOD:

The student will be given lab assignments and projects during the semester as the concepts are presented in lecture or in the lab. The final grade will be determined using the following percentage weight system and grade point scale.

Percentage Weight System

50%Lab Projects
50%Tests

Grade Point Scale

A 93 – 100
B85 – 92
C78 – 84
D77– 70
F.....Below 69



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 early at a time established by the Instructor.

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.

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” on the paper

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).

TENTATIVE CLASS SCHEDULE

Unit A	Introduction to Microsoft Access 2007 & Database Concepts
Unit B	Building and Using Queries
Units C-D	Using Forms and Reports
Units E-F	Modifying the Database Structure and Creating Multiple Table Queries
Units G-H	Enhancing Forms and Analyzing Data with Reports
Unit I	Importing and Exporting Data
Unit J	Analyzing Database Design
Unit K	Creating Advanced Queries
Unit L	Creating Advanced Reports
Unit M	Managing Database Objects
Unit N	Creating Macros
Unit O	Creating Modules and VBA
Unit P	Maintaining the Database



COMPETENCIES

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

Course Competencies:

COURSE COMPETENCY	METHOD OF ASSESSING SKILL
Knowledge of database terminology	Test
Creating and maintaining database tables, defining table relationships	Projects/Test
Creating, running, and saving queries; sorting and filtering records	Projects/Test
Creating and customizing reports and forms	Projects/Test
Replicating a database; using wizards	Projects

College-Wide Competency:

NETC COMPETENCY	METHOD OF ASSESSING SKILL
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	Tests and Projects

Learning Outcomes for the course:

Graduates will be able to use the logical methods to solve problems.

