CS 63.11B – Microsoft Access, Part 2
Section 2063 – Fall 2021 – Course Syllabus

Welcome

You will find this eight-week online course to be fun as well as packed full of information.

Since this is a quick course, the organization of the course has been made as simple as possible. Each week, you should follow the directions on the weekly assignment page, which generally follow this pattern:

1. Read the textbook lesson for the week
2. Read the instructor's notes
3. Submit assignment(s) for the week
4. Take the online quiz
5. Post your comments in the Discussion Forum, when required

Course Description

An advanced database course for the student who wants to become proficient in database management software. Students will perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, Structured Query Language (SQL). CS 63.11B - Course Outline of Record

- Duration: October 18 – December 12 (8 weeks)
- Units: 1.5
- Grade Code: Graded course with P/NP option
- Prerequisite: None

Course Content and Objectives

Students will be able to:
1. Apply database terminology and concepts.
2. Enter, edit, validate, sort, find, and filter data in tables as well as link, import, and export tables.
3. Query and select records, update tables, add new records; create multi-table, crosstab, and action queries.
4. Use operators and expressions to manipulate data.
5. Create basic forms, custom multi-table forms, advanced reports, and labels.
6. Work with SQL (Structured Query Language).

Student Learning Outcomes

1. Use Access to create and design a database.
2. Analyze and query data to generate meaningful reports.
3. Create macros to automate functions within the database.
4. Demonstrate ability to enhance a database with customized forms and reports.
5. Integrate data from other programs into Access.

Class Meetings

This is a 100% online class and there are no required in person meetings.

Instructor Contact

Pamela Darling-Facio

- Email: pdarling-facio@santarosa.edu or Canvas Inbox (preferred)
- Phone: 707-527-4999, ext. 9600
- Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am

I respond to emails with 24 hours.

Course Website

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and viewing grades.

Textbook
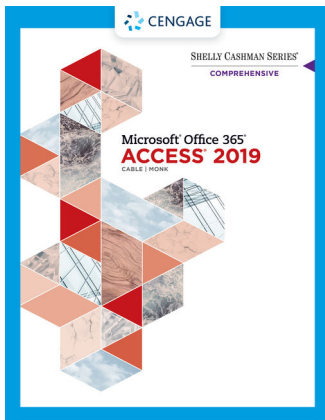
Microsoft Office 365 & Access 2019, Comprehensive
ISBN (Paperback book): 978-0-357-02639-7
ISBN (eBook): 978-0-357-39257-7
Publisher: Course Technology, Cengage Learning
Author: Sandra Cable, Ellen Monk

The same text is used in both CS 63.11A and CS 63.11B.

Textbook Purchases at SRJC Bookstore

You can locate and order textbooks online via the SRJC Bookstore. Note that if you want to pick your books up in Petaluma, you need to order them from the Petaluma Bookstore website. You can also rent a copy of the text and/or use a digital version.

Online Purchases

You can also order online from the publisher, but be sure you allow adequate time for delivery!

1. Visit the publisher's website at Cengage Website.
2. Type the ISBN in the search box and click Search.
3. Follow the instructions to add the item to your cart and complete the checkout process.

You can also order the book from Amazon.com, Barnes & Noble, Chegg.com, etc.

Required Software

To be successful in the class, you will need to have access to Microsoft Access. You should use Access 2019 for this course. Microsoft Startup is not the same program and will not work in this class.

You may use the Mac version of Access to complete this class but you will encounter some differences and many tasks may be challenging. We recommend that you use the Windows version of Access.

As a student at SRJC you can purchase a full version of the Microsoft Office Suite at a considerable discount. You will need an santarosa.edu email address, which you can obtain from SRJC. In order to purchase MS Office at a discount visit the following site: College Buys Website

Students will also need Adobe Reader. You can download a free version of Adobe Reader from Adobe Reader website.

Computer Labs

Access is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall.

NOTE: Due to COVID-19, computer labs may not be open and/or may have reduced hours. Please check the lab schedule before attempting to work on campus.

Important Dates

- October 18 - Class begins
- October 23 - Last day to drop with a refund
- October 28 - Last day to drop without a W
- November 2 - Last day to opt for Pass/No Pass
- November 29 - Last day to drop with a W
- December 12 - Last day of class

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Pass-No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

Attendance

Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by October 28 will be dropped by the instructor as No Shows.

Late Policy

All assignments are due by midnight on the due date shown in the Modules link. You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late. Assignments will not be accepted more than one week after the deadline for ANY reason.

Quizzes and Exams

There will be weekly quizzes based on information in the text, lecture notes, and assignments. There is no final exam in this course. Students will complete a final assessment project using Access.

You must take the quizzes by the deadlines; quizzes cannot be submitted late. The computer turns off the tests at midnight of the due date; however, if you are in the middle of the test at midnight, the computer will allow you to submit the quiz. No makeup of quizzes is allowed. If a quiz is not taken, "0" points will be assigned.

You may only take the quiz once and your first submission will be the graded submission so please do not hit Enter until you have completed the quiz. If you click the quiz link and open the quiz you must take it! You cannot open the quiz, close it and then reopen it without incurring a penalty.

Unless you have a notice of accommodation from Disability Resources, you will have 20 minutes to complete the quiz. There is no timer in the quiz so you will need to watch your time. Be sure you have time to complete it before you click the link below. Again, once you click on the quiz link you must complete the quiz.

Most questions must be manually graded so don't panic when you don't see points for a question that is correct. I can only insert a few correct choices but rest-assured, I will look at each and every question before submitting the final grade for the week. You will know when I have entered the final grade because I will leave a comment in the quiz for you.

There will be videos and online resources included each week. The videos are not required, but are very informative.

Grading Policy

There will be an extensive assignment due each week along with a quiz. Assignments are worth 20 points each, quizzes are worth 10 points, and communication postings are worth 10 points. You will also complete a midterm and a final project.

Visit the "Grades" in Canvas to keep track of your grades. I grade several times each week and post grades and comments on the online Canvas gradebook.

- Assignments and Discussions – 50%
- Quizzes – 25%
- Final Project – 25%

Grades will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 59 %

If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the Student Code of Conduct page.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:
SRJC Writing Center Lessons on avoiding plagiarism
SRJC's policy on Academic Integrity

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

How to Succeed in this Online Course

- Turn on notifications in Canvas. You can set notifications for daily, weekly, or a summary. You can be notified via text or email. When your notifications are on you will receive reminders and announcements from me about upcoming assignments. You can change your notifications using the **Account** button in the Global Navigation in Canvas.
- Be sure to note deadlines for online assignments, discussion posts, quizzes, and projects.
- Check **Grades** for points earned every week to make certain your points are recorded accurately. If you note a discrepancy, please send me a private message using the Canvas **Inbox** as soon as possible.
- There will be videos and online resources included each module. The videos are not required but are very informative.
- Above all, do **NOT** allow yourself to get behind in completing the assignments. If you get behind in the assignments, you will miss the deadlines for the assignments or quizzes. It is imperative that you do not miss the deadline or skip an assignment or quiz.