



MICROCOMPUTER DATA BASE

3-0-3

Revised 1/11/12

COURSE NUMBER: CPT 172

PREREQUISITE(S): CPT 101 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

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

TEXTBOOK(S): Shelly, Gary B. and Philip J. Pratt. Microsoft Access 2010: Comprehensive. Course Technology, Cengage Learning: Boston, MA 2011
ISBN: 1-4390-7902-1

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: **Microsoft Access 2010
SAM 2010 Assessment, Projects, and Training V2.0
Access to the school's portal**

The student must have access to Microsoft Access 2010. The student must also use the Foxfire or Microsoft Internet Explorer browser 7.0 or higher. The operating system needs to be Windows 2000, XP, Vista, 7, or Macintosh OS9, or UNIX.

USB/jump drive or the hard drive (C:) of your personal PC will be used to download data files from the publisher's website, the assignment drop box, or SAM 2010. These files will be modified for most of your projects and lab assignments. (See the assignment checklist link on the home page)

METHOD OF INSTRUCTION:

Students are expected to read and complete each assigned chapter. Files will be produced in the Access 2010 application. Tutorials, projects and training are due

according to the course calendar/addendum. **ALL Tests, Training and Projects must be completed in SAM 2010 WITHIN THE SPECIFIED TIME PERIOD.**

NO LATE WORK WILL BE ACCEPTED!

<u>GRADING SYSTEM:</u>	90	-	100	=	A
	80	-	89	=	B
	70	-	79	=	C
	60	-	69	=	D
	Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

<u>GRADE CALCULATION METHOD:</u>	Tests	=	35%
	Projects/Training	=	30%
	Tutorials	=	10%
	Capstone Project	=	10%
	Final Exam	=	15%
		=	<u>100%</u>

CONFIDENTIALITY: All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR: The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior."

Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:

- ✓ Create offensive material
- ✓ Link to inappropriate materials

ATTENDANCE POLICY:

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this time the Instructor will drop the student from the course if it is not received. Except in extenuating circumstances with approval by the division dean, instructors drop students from class when 80 percent attendance is not maintained. Students are expected to make contact with the instructor weekly, which can be accomplished by turning in assignments. No separate contact is required. The Instructor will award a grade of "W" based upon the student's academic standing at the last date of attendance, which is defined as the last course log-in.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

Academic Director

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**COURSE
COMPETENCIES &
OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Create, edit, and format databases
 1. Plan and design various database objects
 2. Format tables, forms and reports
 3. Proofread accurately
- II. Work with database objects
 1. Distinguish between various database objects and their purpose
 2. Plan and develop tables of information
- III. Query a database
 1. Format and select fields for query requirements
 2. Introduce strategies for searching numerous fields of data
- IV. Share data among applications
 1. Analyze and prepare Main documents
 2. Distinguish field codes and data source records
- V. Create forms and reports
 1. Plan, create and format forms
 2. Plan, create and format reports
- VI. Use Macros, Switchboards, Pivot tables and Pivot charts
 1. Recognize the role and requirements for advanced database tools
 2. Create and modify macros for Access tasks
- VII. Use Structured Query Language (SQL)
 1. Customize database designs and formats using Structured Query Language (SQL)
 2. Recognize Structured Query Language (SQL) code