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Course Description
Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. This course may be repeated if topics and learning outcomes vary.

Textbooks and other course materials
Title: Microsoft Access 2013: Comprehensive
Author: Pratt/Last

Developmental Courses
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office or at https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

Student Learning Outcomes
- Explain the basic concepts and vocabulary of the application software – Microsoft Access 2013.
- Describe the role and functions of the application software in meeting the needs of organizations.
- Discuss the impact of databases on society.
- Demonstrate a working knowledge of databases by using microcomputers to solve specific problems.

Course Objectives
Core Curriculum Intellectual Competencies
- Reading: the ability to analyze and interpret a variety of printed materials – books, documents, and articles.
- Writing: the ability to produce clear, correct and coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing and reading.
- Critical Thinking: think and analyze at a critical level.
• Computer Literacy: understand our technological society, use computer-based technology in communication, solving problems, acquiring information.

Educational Objectives
Upon completion of this course, students should be able to use critical thinking, problem-solving approach. Students will gain a comprehensive understanding of Microsoft Access 2013, including the new features of the software. The case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations.

Course Outcomes:
• To offer a comprehensive presentation of Microsoft Access 2013
• To expose students to practical examples of the computer as a useful tool
• To acquaint students with the proper procedures to create databases suitable for coursework, professional purposes, and personal use
• To help students discover the underlying functionality of Access 2013 so they can become more productive
• To develop an exercise-oriented approach that allows learning by doing

Evaluation Procedures
12 Apply Your Knowledge Assignments = 215 points
12Extend Your Knowledge Assignments = 205 points
12Analyze, Correct, Improve Assignments = 150 points
12In the Labs Assignments = 280 points
3 Exams = 150 points

Course Grade
A = 900 - 1000
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = 0 - 599

Course Outline

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**Assignments**

All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home computer with the appropriate software (Microsoft Access 2013).

You will complete all assignments and submit them ON or BEFORE the Deadline Date. **Assignments sent to my email will not be graded.** Late submission of assignments will be assessed a penalty of 5 points per day. If a
submitted assignment’s past due penalty points are equal to or more than the total points awarded for that assignment, you will not receive any credit for that assignment. No exceptions.

Assignment Descriptions
- **Apply Your Knowledge** is an assignment that helps students reinforce their skills and apply the concepts learned in this chapter.
- **Extend Your Knowledge** is an assignment that challenges students to extend the skills learned in this chapter and to experiment with new skills. Students may need to use Help to complete the assignment.
- **Analyze, Correct, Improve** is an assignment that asks students to analyze a database, correct all errors, and improve the design.
- **In the Labs** is a series of assignments that ask students to design and/or format a database.

Teaching Methods
- **Reading**: Important material from the text and outside sources will be covered in class. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Assignments**: End of chapter assignments will be assigned weekly to reinforce material in the text. These assignments will require Microsoft Access 2013.
- **Exams**: Three exams will be given. The exams will be open book/notes and will test assigned readings and material discussed in class.
- **Participation**: Student participation will be graded by the level of class participation and attendance.

Attendance Policy
Despite the fact that this is an online class, attendance is important and recorded. Students should therefore, maintain regular attendance by logging into the course at least three times a week in order to attain maximum success in the pursuit of their studies.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at [http://econnect.dcccd.edu](http://econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Statement for Distance Learning Classes
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course) Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/)
**Academic Honesty Statement** Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm) Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**ADA Statement**
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

**Religious Holidays**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence.

**Children on Campus**
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to formally withdraw. Each course has a specific drop date. For this class, the drop/withdrawal request must be received in the Registrar’s Office by **April 16, 2015**. If you drop a class or withdraw from the college on or before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. Failure to complete and official withdrawal by the assigned date will result in your receiving a performance grade, usually an “F.”

For complete information on the drop requirements, policies and procedures, refer to the current online college catalog at [http://www.dcccd.edu](http://www.dcccd.edu) at the following link:
[https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=econ](https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=econ)
Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA) In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.


Classroom Etiquette
Your enrollment in this class indicates acceptance of the standards of conduct published in the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the online classroom is not acceptable and will not be tolerated. Every student is entitled to fully participate in this class therefore certain standards of conduct are necessary to insure an appropriate learning environment. These standards include:

- Participate in class discussions.
- Be respectful to your peers.
- Refrain from making any offensive remarks.
- When a class is disrupted, students in the class are unable to adequately participate in, and concentrate on, their studies. Disruption of the learning environment is, therefore, a serious issue and won't be tolerated.

As I am very serious about protecting and enhancing the learning environment, I will not tolerate disruptive behavior.

Student Email:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

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The instructor reserves the right to amend this syllabus as necessary.