Mrs. Anna Stirling
astirling@msjc.edu
Spring 2013; Section 1349

http://on.fb.me/z5J8mZ
http://bit.ly/MSJC_CAPP123
Units: 3 – Transferable: CSU

This course is fully online. There will be no face to face meetings required, all tests and assignments will be submitted online through Blackboard, or on the Internet. Please review all information available on the course site for more specific information.

Course Description:

Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. This course will prepare the students to take the Microsoft Office Specialist (MOS) Expert-Level Exam in Access.

Course Goals and Objectives:

Upon completion of this course you will be able to complete the following objectives:

1. Identify major components of the Access window
2. Open and navigate a table
3. Design and create a new database
4. Analyze, design, and build fields and table primary keys
5. Add, modify, and delete records from a database
6. Create, run and save queries
7. Create a form in accordance with standard design principals
8. Maintain table data using a form
9. Create a complex form (mainform-subform)
10. Design and create a report in accordance with problem specifications
11. Define data validation criteria appropriate to the data type and problem domain
12. Use logical operators in a query
13. Design and create a custom form in accordance with problem specifications
14. Design and create a custom report in accordance with standard design principals
15. Create a crosstab query to analyze data
16. Improve database performance by viewing and creating indexes where appropriate

Required Software and Textbook:

Required Software:

Microsoft Access 2010

The required software for this class is Microsoft Access 2010

You must use MICROSOFT Access 2010 - if you use a different version your documents may not be correct and you could lose points!

If you do not have Microsoft Access 2010, and do not plan on purchasing it, you can use the Remote Desktop Service (RDS) provided by MSJC for free. Instructions for accessing this service are available in the Books/Resources tab from the course menu in BlackBoard. User accounts will be set up and activated the first week of the semester, so you will not have access to the software until the accounts are active. If you cannot access the RDS please contact the RDS Help – I do not have access to this system, so I cannot help you.

NO EXTENTIONS WILL BE GRANTED BECAUSE YOU DO NOT HAVE THE REQUIRED TEXTBOOK OR SOFTWARE.

Required Textbook:
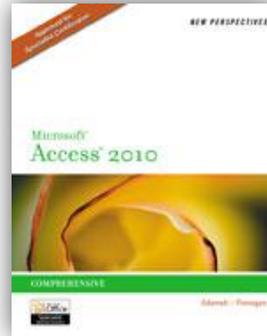
New Perspectives on Microsoft® Access 2010, Comprehensive, 1st Edition

Textbook publisher website:
http://bit.ly/NP-A_Textbook

Textbook companion site:
http://bit.ly/NP-A_Student

The companion website has key terms and flashcards for each chapter that can help you prepare for the Exams. *You can also download the required data files for the Case Problems from this website if your textbook did not come with a CD.

Suggested Software

All instructional documents throughout the course will be provided in the PDF format, so please update your Adobe Reader to the **current version**. This software is free and can be downloaded from Adobe's website at http://get.adobe.com/reader/.

Dropping:

It is ultimately the responsibility of the student to drop the class. Students should monitor their grade and college drop deadlines. The instructor _may_ drop a student for excessive absence (failing to submit any assignments for a given week), lack of participation (not participating in two consecutive Blog assignments), or lack of preparation (failure to obtain course materials). If you are dropped from the course you will not be re-instated without extenuating circumstances.

Expectations:

As the instructor in this course I have some expectations of you as learners.

1. I expect you to do the best you can with the materials that are provided to you. It is expected that students will keep up with the workload. Activities and Blog participation depend upon all members of the class keeping current with the work. If you need to meet with me, send me an email and we can set that up.

You are much more responsible for your own learning in the online format, than in the on campus environment. I am actually as much of a facilitator as teacher in this type of course.

It is also expected that you will purchase the text book that has been selected for the course. You must also have access to the required software. You do not have to purchase the software, but you do need to make arrangements to use it. Both campus computer labs have software available for you to use.

2. I expect you to be present in the course. Don't wait until the last minute to check on what's due! Many assignments will require additional research to complete, if you wait until the last minute to see what's required you won't have time to complete them! Online learning requires you to check the course almost every day. I don't expect to hear from you every day, but I expect you to check to see what's going on. I will frequently post announcements about what is going on and I will check in almost every day, although you may not see me.

3. I expect that you know how to use a computer. The types of skills you must have to be successful in this course are:

- Able to save files
- Able to send email
- Able to navigate the Internet comfortably.
- It is important that students understand the nature of an online course and be prepared to be successful in this demanding environment. In addition to the technical skill requirements, students should also be self motivated and able to manage their time well.

- **Able to troubleshoot your own computer problems.**
  - ✓ Problems with completing the assignments in Office or understanding the lessons may be solved with the instructor's assistance.
  - ✓ Blackboard problems may be addressed by using the resources located at http://help.msjc.edu/ or by calling the helpdesk at (951) 487-3411.
  - ✓ If you need additional help or a tutorial please visit the Learning Resource Center on either campus

Cheating/Plagiarism:

Cheating will not be tolerated. Intentional and/or flagrant disregard of copyright infringement is unlawful. You must complete your own work. You may not lend to or copy your work for another student. Such actions are considered cheating and are subject to actions as outlined in the College catalog. Cheating and/or flagrant disregard of copyright will result in an immediate referral to the Office of Instruction - on the first occasion – and result in an F in the course!

Evaluation:

Your grade will be computed as a combination of the following:

- Ability to read & follow directions and plan your work
- Knowledge of the Microsoft software as measured by
  - ✓ Comprehensive Exams
  - ✓ Access Tutorial & Case Problem Assignments (complete, on time, accurate)
- Participation in class discussions via the Blog tool.
- There may or may not be Extra Credit offered throughout this course; however do not anticipate it or rely on it for your grade.

A	700 627
B	626 557
C	556 487
D	486 417
F	416 0

All assignments must be completed by the due date listed in the assignment section and the course schedule. **NO LATE ASSIGNMENTS WILL BE ACCEPTED** without extenuating circumstances. "I had to work," "I was sick," or "I didn't understand the instructions" are **NOT** extenuating circumstances. Hospitalization or death of an immediate family member are, but will require supporting evidence.

Accessibility (Americans with Disabilities Act Information):

Mt. San Jacinto College abides by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a counselor in Disabled Student Services and Program (DSP&S) as soon as possible.

This course requires good hand/eye coordination to operate the mouse. There may also be an audio capture component. While these tasks are best accomplished with good vision and hearing they are not impossible if you have some physical impairment in these areas. Please let the instructor know immediately if such a physical impairment exists so that arrangements can be made to insure your success in the class.

Tutoring Services:

The MSJC Learning Resource Centers offer free tutoring and academic support in all subjects for all MSJC students. Students are encouraged to make an appointment or to drop in whenever the LRC's services will enhance their chances for success in this class or any other. The LRC also offers some online tutoring, please view the LRC web site (http://bit.ly/MSJCLRC) or call them at SJC - (951) 487-3480 or MVC - (951) 639-5480 for more information.

CAPP 123 - Using Microsoft Access

SPRING 2013 • Section 1349

Week	Dates	Topic	Assignments	Points Possible
1	1/22 - 1/28	Intro	Blog	5
			Worksheet	5
			Quiz	10
2	1/29 - 2/4	Getting Started with Microsoft Office 2010	Tutorial: OFF 1 - OFF 30	--
			Worksheet	10
			Blog	15
3	2/5 - 2/11	Tutorial 1	Tutorial 1: AC 1 - 41	10
			Case Problem 1: AC 43 - 44	20
			Blog	30
4	2/12 - 2/19	Tutorial 2	Tutorial 2: AC 49 - 97	10
			Case Problem 1: AC 99 - 102	20
			Blog	30
5	2/19 - 2/25	Tutorial 3	Tutorial 3: AC 109 - 157	10
			Case Problem 1: AC 159	20
			Blog	30
6	2/26 - 3/4	Tutorial 4	Tutorial 4: AC 165 - 204	10
			Case Problem 1: AC 206 - 207	20
			Blog	30
7	3/5 - 3/11	Tutorial 5	Tutorial 5: AC 217 - 273	10
			Case Problem 1: AC 275 - 277	20
			Blog	30
8	3/12 - 3/18	Midterm	Exam: Tutorials OFF - AC 5	60
**	3/19 - 4/1	Spring Break	No assignments due	--
9	4/2 - 4/8	Tutorial 6	Tutorial 6: AC 285 - 349	10
			Case Problem 1: AC 351 - 353	20
			Blog	30
10 / 11	4/9 - 4/22	Tutorial 7	Tutorial 7: AC 359 - 407	10
			Case Problem 1: AC 409 - 410	20
			Blog	30
12 / 13	4/23 - 5/6	Tutorial 8	Tutorial 8: AC 417 - 463	10
			Case Problem 1: AC 465	20
			Blog	30
14 / 15	5/7 - 5/20	Tutorial 9	Tutorial 9: AC 473 - 511	5
			Case Problem 1: AC 513 - 514	20
			Blog	30
16	5/21 - 5/28	Eval	Course Evaluation Survey	EC
		Final	Exam: Tutorials AC 6 - 9	60
			Course Total	**700**