CPT 172
MICROCOMPUTER DATABASE

Course Description
This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases.
Prerequisites: CPT 101 or equivalent, RDG 100, MAT 105, ENG 100.
3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
Upon completion of this course, the student shall have capabilities and understanding in the following areas:
1. Identify the components of the Microsoft Access window.
2. Create new databases and modify existing databases.
3. Organize and manage, update, and extract data from databases.
4. Create forms and reports from tables in a database.
5. Back up, restore, compact, and convert databases.
6. Create, run, and save queries.
7. Utilize the on-line help feature to increase efficiency in using MS Access.
8. Access the Internet and use Web browsers to obtain Access information

Text and References
Microsoft Office Access 2010, Comprehensive Concepts and Techniques, Shelly, Cashman, Pratt,

Students should have access to a computer running Windows XP or later with internet Access. You should have Microsoft Access 2010 software if you plan to work at home and have web access to send in homework via email. You will need enough memory to run the software (512MB is the minimum). If you don’t have the software tools, you will need to find a computer that has them (e.g., you can go to the TCL Learning Resource Center). There is an educational trial of Microsoft Access available on the Microsoft Office / Dreamspark site. Use your my.tcl.edu email address to gain entrance to Dreamspark and type in educational ms office software offers to search for the trial offer.

To access the class web site:
Go to: www.tcl.edu or http://tclbb.vmc3.com
Click on the Blackboard icon
Your Blackboard User Name is as follows:
Username: _______________________
Your seven-digit TCL Student ID number including the proceeding zeroes.
Example: 0012345

Your new Blackboard Password is as follows:

Password: _______________________
First letter of your first name, lowercase, and the last three digits of your social security number.
Example: j123
NOTE: Use lowercase letter and without spaces.
Click on class cpt 172
If you cannot get to the site, please call the helpdesk 525 8344 or email them at helpdesk@tcl.edu.

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. view object dependencies
2. join tables in queries
3. filter records
4. import from an Access database
5. import from an Excel spreadsheet
6. design a database
7. create tables
8. apply data types to fields
9. add records to tables
10. create split forms
11. create simple queries
12. create parameter queries
13. use compound criteria in queries
14. sort records
15. perform calculations in queries
16. calculate statistics in queries
17. create crosstab queries
18. search records
19. use action queries
20. specify default values
21. specify field formats
22. specify validation rules
23. create single- and multivalued Lookup fields
24. apply referential integrity
25. use a subdatasheet
26. link to an Access database
27. link to an Excel worksheet
28. add totals and subtotals to reports
29. apply conditional formatting to reports
30. utilize Access Help system
31. format report controls
32. use input mask wizard
33. modify table design
34. print table contents
35. create macro groups
36. run macros
37. create and use switchboards
38. create PivotCharts
39. create PivotTables
40. write SQL queries
41. create custom reports
42. create mailing labels
43. apply advanced formatting to forms and reports
44. create subforms
45. comprehend database administration tasks

Student Contributions
Each student will spend at least 6 hours per week preparing for class and preparing assignments to turn in weekly. Attendance is critical in this class if this information is new to you. Each week students will turn in a list of assignments as specified on the class website and also take chapter tests as each chapter in the book is completed. They will also take a final exam to demonstrate their knowledge of the material. Students will use Microsoft Access on a TCL computer or they will set up the development environment on their own computers. Students will be expected to prepare Access outputs and demonstrate them.

Course Evaluation
Each week's assignments are worth 100 points and averaged over the semester. Chapter tests are also worth 100 points and averaged at the end of the semester. The midterm and final will each be 100 points.

Tests: 35%
Homework: 40%
Midterm: 10%
Final: 10%
Timeliness/Attendance/Participation: 5%

Course Schedule
The class can be taken online or as an web-enhanced class that meets 2.5 hours per week. We will cover the information in the order of the content goals as listed in this syllabus.

Approved by: Kenneth Flick
Developed/Revised: 8/13

Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
"Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
" Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
" Reinstatement requires the signature of the division dean.
"In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
" When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
" Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
"A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
" A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH
1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

**Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp