OFFICE TECHNOLOGY 13A   MICROSOFT ACCESS ESSENTIALS   REEDLEY COLLEGE

SPRING 2014   MW 10:00-11:50 BUS 41   #52127: 1/13/14-3/14/14

INSTRUCTOR: TONI ENSZ   OFFICE: BE 44   OFFICE PHONE: 638-3641, EXT: 3785
                                                 BUS 41: 638-3641, EXT. 3335
                    EMAIL: toni.ensz@reedleycollege.edu
Office Hours: T & W 9:00-10:00 BUS 44 OR BY APPOINTMENT **AND**
          Virtual Office Hour - F 9:00-10:00 -- You can **email** me at
          toni.ensz@reedleycollege.edu or you can **text or call** me at (559) 677-
          7268. Make sure you give me your name, class and any information
          necessary for communication

Required Text and Supplies:
(Each student is required to have his or her own textbook. You will not be allowed to work from copies or share with another student)

- Minimum 1 GB JUMP DRIVE (FLASH DRIVE, MEMORY STICK, USB DRIVE)
- MICROSOFT OFFICE ACCESS 2010, INTRODUCTORY CONCEPTS AND TECHNIQUES
    AUTHOR: CASHMAN   ISBN #: 978-1-4390-7847-1

COURSE DESCRIPTION:

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Access databases. Topics will include creating and editing tables, creating and using forms, creating and using queries, creating and printing reports, and sorting and indexing databases. Students are expected to complete computer assignments outside of class.

COURSE OBJECTIVES:

A.   Create and use Databases
B.   Create and modify tables
C.   Create and modify Queries
D.   Create and modify forms
E.   View and organize information
F.   Produce reports

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

A. design and use simple databases
B. construct and modify tables
C. design and modify forms
D. organize and manipulate data through the design and modification of queries
E. produce reports based upon customer/employer requests

COURSE CONTENT OUTLINE:

A. Creating and Using Databases
    1. Create Access databases
    2. Open database objects in multiple views
    3. Move among records

    4. Format datasheets

B. Creating and Modifying Tables
    1. Create and modify tables
    2. Add a predefined input mask to a field
    3. Create Lookup fields
    4. Modify field properties

C. Creating and Modifying Queries
    1. Create and modify Select queries
    2. Add calculated fields to Select queries

D. Creating and Modifying Forms
    1. Create and display forms
    2. Modify form properties

E. Viewing and Organizing Information
    1. Enter, edit, and delete records
    2. Create queries
    3. Sort records
    4. Filter records

F. Defining Relationships
    1. Create one-to-many relationships
    2. Enforce referential integrity

G. Producing Reports
    1. Create and format reports
    2. Add calculated controls to reports
    3. Preview and print reports

H. Integrating with Other Applications
    1. Import data to Access
    2. Export data from Access
    3. Create a simple data access page

ATTENDANCE AND TARDIES:

- Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. <u>Roll is taken each class period</u>. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know <u>before</u> the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.

- If you decide to drop the course, **it is your responsibility** to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **The drop date for this class is February 10, 2014.**

- <u>I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests)</u>. This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.

- In this class, you are allowed 2 absences before being dropped from the class. Absences and tardies <u>will affect your grade</u>. Five points will be deducted each day of non participation and 3 points for each tardy.

- Students are expected to be on time. Two tardies are considered 1 absence.

HOLIDAYS:
- Monday, January 20 – MLK Jr Day
- Friday, February 14 – Lincoln Birthday
- Monday, February 17 – Washington Birthday

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

- Try not to be late for an exam. If you are late, <u>you may take the exam up to the time the first student finishes the exam and leaves</u>. After the first student leaves, you may not take the exam and it will count as a missed exam.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. **The final exam will be given during the regular class on March 12, 2014.**

TENTATIVE GRADING PERCENTAGES:

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

- *In Class Participation:*   *10%*
- *End of Chapter Activities:*   *50%*
- *Production Tests:*   *25%*
- *Final Exam:*   *15%*

WEB ADDRESS TO ACCESS YOUR PROGRESS GRADES:
- http://sc.webgrade.classmanager.com/reedleycollege/
- Your User ID is the same as your Reedley College Student ID.
- I will email you your password and a link to the Web site at the end of week 3.

CELL PHONES:
- Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking.   I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class. No earphones allowed in class.

ADA:
- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY:
- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to

ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

- CHEATING is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. ***Cheating, in this class, is handing in the same assignment as another student as if it was your own.***

- PLAGIARISM is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Receipt and Acknowledgement of OT 13A syllabus

I, _____acknowledge the receipt of this OT 13A syllabus.
   (Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly

understand the policies regarding **Attendance**, **make-ups, cell phones,** and **Grading,** as

outlined in this document

Signature _____

Id # _____

Date _____

Phone # _____

Emergency Contact Name _____

Emergency Phone Number _____

Tell me about you. What are your interests, family, affiliations???

_____

_____

_____

_____

Are there any medical conditions you have that might be helpful for me to know?

_____

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