

CA102 - Computer Applications II - MS Access -

Brian Brown

TIME: T&Th 1:30 - 2:55 Rm. B-102

OFFICE HOURS: MWF 1:00 - 2:00, 3:00 - 4:00 Rm. B-102 (Office)

COURSE OBJECTIVE: The purpose of this course is to enable students to develop an understanding of the fundamentals of databases, including table and field creation, record entry, form generation, queries, and reporting.

Prerequisite(s): CA100

At the end of this course the student will be able to:

1. Understand fundamental Database terminology and specifications.
2. Understand database Object types.
3. Understand what a relational database.
4. Understand that Microsoft Access is a Relational Database.
5. Define a database and database objects.
6. Create database using wizards.
7. Enter data in the Table and Dynaset.
8. Search, select and sort data.
9. Resize Table widths.
10. Create Auto-form and modify using Form design.
11. Enter data in a Form.
12. Identify data types and properties in Form design.
13. Perform simple Query generation using wizards.
14. Perform modification of Queries.
15. Create new fields in query..
16. Create a report with totals and formatting.
17. Use Headers/Footers features in report.

Tentative Schedule:

Week 1: Introduction to MS Access / Windows Review
Week 2: Lesson 1
Week 3: Lesson 1 -- Quiz 1
Week 4: Lesson 2
Week 5: Lesson 2
Week 6: Lesson 2 -- Quiz 2
Week 7: Lesson 3
Week 8: Lesson 3
Week 9: Lesson 3 -- Quiz 3
Week 10: Lesson 4
Week 11: Lesson 4
Week 12: Lesson 4 -- Quiz 4
Week 13: Lesson 5
Week 14: Lesson 5
Week 15: Lesson 5 -- Quiz 5
Week 16: Extra Topics, Review, and Quiz 6

EVALUATION:

Grades will be assigned based on the following percentage of total points received from assignments and quizzes:

40% Assignments
60% Quizzes

A - 90% to 100%
B - 80% to 89%
C - 70% to 79%
D - 60% to 69%
F - 59% and below

HOMEWORK:

Only half of the following exercises will be graded: 7, 8, 15, 16, 23, 24, 31, 32, 38, 39, and the Final Assignment. However, students should be aware that all of the graded exercises require skills and data created from the previous exercises. So it is in each student's best interest to complete each exercise.

Students may seek help from the instructor and other students for non-graded exercises ONLY. Students will NOT receive assistance from the instructor or other students for GRADED exercises.

Students will be required to put their names in the Author section of their database for all GRADED homework databases (In MS Access: File > Database Properties > Summary tab > Author).

ATTENDANCE POLICY:

The COM-FSM Attendance Policy will be observed.

TEXTBOOK:

"Learning Access 7.0 for Windows 95", Cathy Vento & Iris Blanc, DDC Publishing, New York, 1996.

Additional Requirements:

Students will be required to put their names in the Author section of their database for all GRADED homework databases (In MS Access: File > Database Properties > Summary tab > Author).

(spring2001_ca102_syllabus.txt, 1/11/2001, BB)