

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: CIS 104—Microcomputer Database

Course Description: As a student in this course, you will learn the most important topics of Microsoft Office Access 2013. First, you will be presented with an overview of Office 2013 and Windows 7/8. You will then get an introduction to Access 2013 and learn about queries, forms, reports, and database structure. The lessons get more and more advanced, covering database design, and database objects. Finally, you will learn how to create macros, create modules that store VBA, and manage your database.

Course Objectives: Upon successfully completing this course, students will be able to challenge the Microsoft Certified Application Specialist evaluation utilizing the following covered material:

Appendix: Working with Windows Live and Office Web Apps.: Getting Started with Windows, and Understanding Files Management
Unit A: Getting Started with Microsoft Office 2013.
Unit A: Getting Started with Access 2013.
Unit B: Building and Using Queries.
Unit C: Using Forms.
Unit D: Using Reports.
Unit E: Modifying the Database Structure.
Unit F: Improving Queries.
Unit G: Enhancing Forms.
Unit H: Analyzing Data with Reports.
Unit I: Importing and Exporting Data.
Unit J: Analyzing Database Design Using Northwind.
Unit K: Creating Advanced Queries.
Unit L: Creating Advanced Reports.
Unit M: Creating Macros.
Unit N: Creating Modules and VBA.
Unit O: Building a Database Interface.
Unit P: Administering the Database.

Instructor: Russ Gagnon

Office: Minot Campus Administration Building 2nd Floor

Office Hours: M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

Phone: 800-777-0750 ext:4339 or 701-858-4339, Fax: 701-858-4232, Home 852-3463 before 9 p.m.

Email: russ.gagnon@minotstateu.edu

Lecture/Lab Schedule: MWF 11:00-11:50 p.m.

Textbook: *Microsoft® Access® 2013: Illustrated Complete, 1st Edition*, Lisa Friedrichsen
Course Technology **ISBN-13: 9781285093277**

Software: Microsoft Office 2013, Internet Explorer, and Windows required. Another operating system may be used, but students may notice some differences in the appearance of certain dialog boxes. USB Drive at least 1gb recommended. A personal laptop computer may be used.

Course Requirements:

1. Completion of assignments, tests, and taking the final are required.
2. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A 80-89=B 70-79=C 65-69=D below 65=F

Tentative Course Outline: Each Unit will be covered on a weekly basis, if more time is required due to more complicated material, the weekly schedule will be modified as necessary. The final is a personal use database and students will present it to the class.

General Education Goals/Objectives: Not assessed in this course.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware, and software.

Classroom Policies:

Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

Assignments: All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise numbers appear in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers; **NO TEXTING** during class is allowed, prior permission for personal computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Integrity: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: www.misu-b.nodak.edu/handbook.htm

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.