

**CI201/MT201 Database for Windows  
Course Syllabus**

<b>Course Number/Title:</b>	CI201/MT201 Database for Windows		
<b>Course Length:</b>	11 weeks		
<b>Credit Hours:</b>	4		
<b>Academic year:</b>	Fall Quarter 2001		
<b>Day/Time:</b>	Monday/Wednesday	6:00 - 7:50 pm.	
<b>Room Number:</b>	J205		
<b>Prerequisite:</b>	CI115 Introduction to CIS		
<b>Instructor:</b>	Terry Wilhelmi	Home: 716-5774	twilhelmi@rushmore.com

**REQUIRED MATERIALS:**

Textbook:

Adamski, J.; Finnegan, K.; Hommel, C. (2000). New Perspectives Microsoft Access 2000.  
Comprehensive Edition. Cambridge, MA: Course Technology.

student files

3 high-density floppy disks

**OUTLINE OF COURSE:**

- Introduction to Microsoft Access 2000
- Maintaining a Database
- Querying a Database
- Creating Forms and Reports
- Creating More Advanced Queries and Custom Forms
- Customizing Reports and Integrating Access with Other Programs
- Working with HTML Documents, Data Access Pages, and Hyperlink Fields
- Using Query Wizards, Action Queries, and Briefcase Replication
- Automating Tasks with Macros
- Using and Writing Visual Basic for Applications Code

**METHOD OF INSTRUCTION:**

The objectives of this course will be attained through a combination of lecture, hands-on exercises, questions, homework assignments, quizzes, and tests.

**METHOD OF STUDENT EVALUATION:**

Students will be graded by hands-on exercises, questions, homework assignments, quizzes, and tests. These grades will be divided equally. The grading scale is as follows:

90% - 100%    A

80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

### **CLASS REQUIREMENTS:**

Attendance: Attendance will be taken each class according to the NAU attendance policy. Any student missing six class hours *without contacting the instructor* with a valid reason will be placed on attendance probation. Any student missing ten class hours *without contacting the instructor* with a valid reason will be dropped from the class. Leaving at the break will warrant an absence on the attendance sheet. Students are expected to attend all classes and to be on time.

Students are responsible for all material presented in class, as well as in their textbook. Textbooks and required materials must be brought to all classes. Keep returned homework in a folder.

Missed Classes: The student is responsible for obtaining material and assignments, which may have been distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor prior to the next class.

There are no make-up exams. **Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.** Students missing exams due to a pre-arranged, excused absence will be allowed to make up a similar exam prior to the regularly scheduled exam.

Assignments: Homework will be assigned so students can complete problems in order to fully understand the material. All assignments are due at the beginning of class on the date due. They are to be turned in stapled together and in the order the printouts are requested. Late submission of assignments will be assessed a penalty of **10% per day**. All assignments must be turned in. **Students who do not turn in ALL assignments will fail the class.**

The tutorials in the textbook are designed to be used at a computer. Each tutorial is divided into sessions and each session is designed to be completed in about 45 minutes, but take as much time as you need. This class is mostly hands on learning experience. There will be a short lecture at the beginning of each tutorial with any special instructions given at that time. Please read each tutorial carefully and do the steps as you go as not to miss important information. We will be using Windows 95 and Microsoft Access 2000 in this class. Access to these outside of class will enable you to complete the assignments. If not, you will need to set aside time to use a computer lab on campus.

I will be available at mutually agreed times to assist students with assignments, problems, concerns, and/or questions. I can be reached at the telephone number listed above in the evenings and weekends, preferably not after 9:30 pm., and at the email address listed.

Academic Dishonesty: Plagiarism and cheating are serious offenses and will be punished by failure on exam, paper or project.

### **REGULATIONS:**

During class, students will **only** work on class related work. Anything else will not be tolerated. There will be **no** tobacco products allowed in the class. All students are to abide by the policies, rules, and regulations as set forth by NAU.

**CLASS SCHEDULE:**

Subject to change at the instructor's discretion.

Save assignments to disk and hand in disk with required printouts.

Date	Class	Assignments	Due Dates
Wednesday, September 5	Syllabus Tutorial 1	Tutorial Case 1	September 10
Monday, September 10	Tutorial 2	Tutorial Case 1	September 12
Wednesday, September 12	Tutorial 1 & 2 Quiz		
Monday, September 17	Tutorial 3	Tutorial Case 1	September 19
Wednesday, September 19	Tutorial 3 Quiz		
Monday, September 24	Tutorial 4	Tutorial Case 1	September 26
Wednesday, September 26	Tutorial 4 Quiz		
Monday, October 1	Level I Application Test		
Wednesday, October 3	Tutorial 5 Project	Tutorial Case 1	October 8
Monday, October 8	Tutorial 5 Quiz		
Wednesday, October 10	Tutorial 6	Tutorial Case 1	October 15
Monday, October 15	Tutorial 6 Quiz		
Wednesday, October 17	Tutorial 7	Tutorial Case 1	October 22
Monday, October 22	Tutorial 7 Quiz		
Wednesday, October 24	Level II Application Test	Appendix (RD1-RD21) Ques. 1-6 & 8-14	October 29
Monday, October 29	Tutorial 8	Tutorial Case 1	October 31
Wednesday, October 31	Tutorial 8 Quiz		
Monday, November 5	Tutorial 9	Tutorial Case 1	November 7
Wednesday, November 7	Tutorial 9 Quiz		
Monday, November 12	Tutorial 10	Tutorial Case 1	November 14

Wednesday, November 14	Tutorial 10 Quiz Project Due		
Monday, November 19	Final Exam		