

*Introduction to Data Base Software*  
*COMI-1430 (5 Weeks, 1 Credit)*  
*Mr. Michael Kelly*

**Contact Information:**

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**Text:** Microsoft ACCESS 2010  
Adamski, Finnegan by: Course Technology

**Note:** You may use either the Introductory or the Comprehensive version of the text. The required text is also used as an accompaniment in COMP-1200.

**Course Description:**

This course provides an introduction to working with databases utilizing Microsoft Access 2010. In this course students will:

- Acquire fundamental database skills
- Learn database language and terminology
- Create a Microsoft Access database
- Manipulate data using database tools
- Construct queries, forms and reports using Microsoft Access

**Grading and Class Policies:**

Grading for the course will be based upon the completeness, correctness and timeliness of the assignments. Solutions to the assignments are due the week **FOLLOWING** their assignment. Completed solutions should be uploaded to the course Blackboard site (<https://blackboard.ccri.edu/webapps/login/>). All assignments must be attempted and submitted to obtain a grade for the course. Assignments are individual work and are to be completed by the individual *alone*. Work that is clearly not your own work will be handled according to the college's academic integrity policy.

Attendance is strongly suggested, but not counted explicitly toward your grade. However, it is unlikely you will learn the material and succeed on assignments without attending each class, having completed all required reading and assignments for that day. If you can't attend class, you are still responsible for your homework assignments.

Please note that students are responsible for following the policies set forth in the Student Handbook ([http://www.ccri.edu/advising/student\\_services/handbook.html](http://www.ccri.edu/advising/student_services/handbook.html)) and College Catalog (<http://www.ccri.edu/catalog/>).

**Services for Students with Disabilities:**

Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the office of Disability Services for Students. (<http://www.ccri.edu/dss/index.shtml>).

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## SCHEDULE OF ACTIVITIES::

**Pine Hill Music School** will be used as the case problem throughout this course. All page references on Assignment list refer to Case #1 Pine Hill Music School.

Data Files are required for the completion of the Tutorials and the Case Problems. The Tutorial files can be downloaded from the course website by selecting the TutorialFiles link. The Case files can also be downloaded from the website (PineHill link), however they are also included in the Blackboard assignment link.

Week	Date	Topic	Tutorial/Pages	Page
1	10/9 – 10/11	General Database Discussion		
2	10/16 – 10/18	Introduction to Microsoft Access	1 AC 1 – AC 40	AC 43 – AC 44
3	10/23 – 10/25	Building a Database and Defining Table Relationships	2 AC 49 – AC 96	AC 99 – AC 102
4	10/30 – 11/1	Maintaining and Querying a Database	3 AC 109 – AC 157	AC 159 – AC 161
5	11/6 – 11/8	Creating Forms and Reports	4 AC – 165 AC 204	AC 206 – AC 207

### Note::

As there are grade reporting time lines, the final assignment and all corrections are due within 1 calendar week from the last class.

### Hint::

The textbook is a tutorial and not a reference text. It is designed to lead you through the covered material step by step. Be sure you do the text presentation before attempting the assignments. The time spent will improve your understanding and decrease your level of frustration.

*This syllabus is subject to change at any time at the discretion of the instructor. Students are responsible for keeping current with changes made to this syllabus.*