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### **Course Description**

Use of database software to design and create a database, including objects such as tables, queries, reports, and forms. Use of advanced management features such as macros, table relationships, and SQL.

### **Contact Information**

Email: [thomasbell@weber.edu](mailto:thomasbell@weber.edu)  
Canvas Email: Click on Inbox  
Phone: 801-626-7299  
Office: EH 383  
Office Hours: MF 11:30am-2:00pm or by appointment

### **Course Outcomes**

At the conclusion of the this course students will be able to complete or have an understanding of the following:

- Create an Access Database
- Create an Access Database Table
- Store Information in Tables
- Link Tables with Relationships
- Manipulate Data with Queries
- Create an Access Report
- Build a User Interface with the Form Builder
- Script Access with Macros

### **Textbook**

#### **Access 2013 Bible**

By: Michael Alexander; Dick Kusleika  
Publisher: John Wiley & Sons  
Pub. Date: April 29, 2013  
Print ISBN: 978-1-118-49035-8  
Available free on [Safari Books Online](#)

## Tools

Microsoft Access 2013 Software. You should receive an email that will provide you information on how to download and install access. **Note: Access is Windows Only.**

## Assignments

Below you will find all of the assignments for the course and you will find the weights to the right. There will be 5 assignments each worth 150pts. To start the course read the instructions in the first assignment.

### ASSIGNMENT 01

#### [Creating an Access Database](#)

- Due Date: Sep 18, 2015 11:59PM

### ASSIGNMENT 02

#### [Querying Your Database](#)

- Due Date: Oct 09, 2015 11:59PM

### ASSIGNMENT 03

#### [Building User Interfaces with Forms](#)

- Due Date: Oct 30, 2015 11:59PM

**ASSIGNMENT**

**04**

[Designing Reports](#)

- Due Date: Nov 13, 2015 11:59PM

**ASSIGNMENT**

**05**

[Programming Access with Macros](#)

- Due Date: Dec 04, 2015 11:59PM

**FINAL**

**PROJECT**

[Final Project](#)

- Due Date: Dec 17, 2015 11:59PM

**FINAL**

**PROJECT**

[End of Course Evaluation](#)

- Due Date: Dec 17, 2015 11:59PM

### **Final Project**

The final project will be worth 250pts. It will encompass components from all of the assignments. For the final project you will be creating a database. More information about the project can be found in the assignment instructions.

### **Grade Scheme**

100 - 95 A 76 - 73 C  
94 - 90 A- 72 - 70 C-  
89 - 87 B+ 69 - 67 D+  
86 - 83 B 66 - 63 D  
82 - 80 B- 62 - 60 D-  
79 - 77 C+ 59 - 0 E

### **Extra Credit**

I will occasionally give extra credit. It will most often replace portions of an assignment. Please don't ask for extra credit.

### **Late Work**

You will be able to submit one assignment as late for full credit and after that all late assignments will be given half credit.

### **Time Commitment**

As a general rule you should spend at least twice as much time outside of class as in class.

### **Tips for Success**

One cannot learn all of the material by just reading the text. Practice is critical when learning new software and programming languages. Successful students read the upcoming material ahead of time. They participate actively in class. If you are struggling with any concept please come see me during my office hours. The number one thing you can do is ask questions when you don't understand something.

### **Technical Support**

For assistance with Canvas or related technical issues, please call 626-6499. This phone is staffed Mon-Thurs from 8am - 5pm and Fridays from 8 - 4:30pm. A message can be left during non-business hours for a return call. Alternatively, students can send an email message to [wsuonline@weber.edu](mailto:wsuonline@weber.edu)

If you are having technical issues related to usernames/passwords, please call the Service Desk at 626-7777, or email [csupport@weber.edu](mailto:csupport@weber.edu).

### **Accommodations for students with disabilities**

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary.

For more information about the SSD contact them at 801-626-6413, [ssd@weber.edu](mailto:ssd@weber.edu), or [departments.weber.edu/ssd](http://departments.weber.edu/ssd)

### **Ethical Conduct**

Any form of academic dishonesty (cheating, plagiarism, etc.) will not be tolerated. Proof of academic dishonesty will result in a failing grade (E) for the course. The following is an explanation of cheating as stated in the student code.

- A. Cheating, which includes but is not limited to:
  - i. Copying from another student's test;
  - ii. Using materials during a test not authorized by the person giving the test;
  - iii. Collaborating with any other person during a test without authorization;
  - iv. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official
  - v. Bribing any other person to obtain any test;
  - vi. Soliciting or receiving unauthorized information about any test;
  - vii. Substituting for another student or permitting any other person to substitute for oneself to take a test.
- B. Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;
- C. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
- D. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
- E. Giving, selling, or receiving unauthorized course or test information;
- F. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
- G. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.