



**Introduction to Database Management, (Using Access 2010)
CAOA 264 CRN 30945 – Spring 2012**

A MANDATORY on-campus orientation for this class is scheduled on Saturday, January 21, 2012, from 10:00 a.m. - 12 p.m. in Room 4111, SLO campus. You MUST ATTEND THIS MEETING in order to RETAIN YOUR SEAT in the online course.

Welcome to distance education at Cuesta College!

Instructor: Leila Chambers **Email:** LCHAMBER@CUESTA.EDU Monday through Friday
Office: SLO Campus, Room 4302, Business Education Building
Telephone: (805) 546-3100, ext. 2728 Monday through Friday **Office Hours:** Listed on current syllabus

Course Overview: This course introduces the specialist and expert skill levels of database management using Access 2010. The course provides hands-on experience using software for database management in business office applications. Analyzing, identifying, and applying the principles needed to effectively utilize a database will be demonstrated, practiced, and learned by the student. Transfer: CSU

Please be prepared to spend **8 - 12 hours per week** on coursework for this class. Are you wondering how successful you may be at a distance education course? Take the Self-Assessment Survey at <http://library.cuesta.edu/distance/survey.htm>

This course is taught using Blackboard CE8. **Students will have access to the online class the Friday before the semester begins.** This is a Web-based tool used to facilitate teaching an online class. This platform provides the framework for the CAO A 264 class including PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion board or in chat rooms.

The required software for this course includes **Microsoft Office 2010 Professional Suite (includes Access, Excel, & Word), Microsoft Windows 7, Vista, XP (SP2), Me, OR 2000; Microsoft Internet Explorer 6 or higher; Java Runtime Environment; an email account.**

Minimum Computer Requirements:

- Intel® Pentium® III / 500 MHz processor (or equivalent AMD processor) • at least 512 MB RAM -- 2 GB hard disk space • Sound Card
- Reliable DSL or Cable (not dial-up modem) Internet Connection • Speakers or Headset

You must have access to a computer, an email account, and a reliable Internet connection. You must have a backup plan in case your internet provider or computer goes down. All of your assignments and tests will be sent to me via the online class. It is **essential** that you understand the basic concepts of email; web navigation;

computer security including firewalls, cookies, trusted sites; and online communication to succeed in this course.

Required Text & Materials:

Microsoft Access 2010, Levels 1 & 2, Benchmark Series, with Student CD. Nita Rutkosky and Denise Seguin, Paradigm Publishing, 2011. 978-0-76384-305-2

Textbook, CD, and 180-day Office 2010 Trial CD 978-0-76384-269-7

IMPORTANT! If you would like to purchase your own copy of the Office 2010 Professional Suite, here are some options: Software—Microsoft Windows and Microsoft Office 2010 Professional Suite (includes Excel, Word, & Access) may be purchased at a discount through www.ultimatesteal.com, www.journeyed.com, <http://collegesoftware.org/>. The Open Computer Labs on the SLO and NC campuses will have Office 2010. **You may use the Microsoft Office 2007 version; however, some of the user tools such as ribbons, commands, etc., will be different from the 2010 version.**

Textbook Purchasing--Electronic versions of textbooks, rental textbooks, and used textbooks may be found at the following sites: www.cheapbooks.com, www.paradigmcollege.com, www.ichapters.com, www.chegg.com or www.coursesmart.com as well as www.amazon.com.

First week assignment and instructions: Please check your MyCuesta email account the Friday before the semester begins for **important class information and additional first week assignments before the mandatory orientation.** Purchase the course materials and bring them with you to the **MANDATORY on-campus orientation.**

Final Exam Date -- On-campus Proctored Exam MANDATORY

FINAL EXAM face-to-face on-campus (SLO) proctored exam:

Thursday, 5/17, 7:00 - 9:00 p.m., Room 4111, SLO campus - Final Exam

A proctored exam is an exam that is administered by an individual who supervises the student while he or she is taking the exam. The proctor's function is to ensure the integrity and security of the exam in a secure environment. (SCSU)

If traveling to the Cuesta College San Luis Obispo location for the exams is not feasible (you live more than 60 miles away), you will need to locate a community college that has a testing center for you to take your exams. Please contact me before the semester begins if you have questions about the proctored exams. It is the student's responsibility to coordinate with the testing center and provide your instructor with all requested information about the testing center.

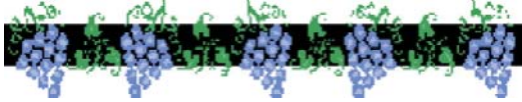
Please confirm that the information you provided to Cuesta College when you registered is current, especially your phone number, address, and an up-to-date email address. Most of you should have received a Cuesta email address. If you have not, please contact Admissions and Records.

The course syllabus contains the schedule for all homework, chapter assignments, and test dates. The syllabus will be available on the online class site and myCuesta (My Courses) at the beginning of the semester. The

online class address to access the CAO A 264 class and login instructions will be provided at the beginning of the semester (**login to Blackboard not available until the Friday before the semester starts**) and at the mandatory class session.

School Policy: Each student is required to follow all school guidelines and comply with all school deadlines including **personal responsibility for adding and/or dropping this class**. Each student is responsible for obtaining updates or changes to the syllabus and/or assignments for the course.

If you have any additional questions prior to the first day of class, please feel free to e-mail me. I look forward to meeting and working with you!



Leila Chambers