Microsoft Access 2019

CIS 122

Winter 2020

Number of Credits: 3

Days Class Meets: Wednesdays

Meeting Times: 6:00-8:54pm

Location: WA 222

Instructor: Dianne Hill

Office: WA 226F

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Office Hours:
Mondays: 12:00-1:00 & 2:30-6:00pm (Jackson - WA 226F)*
Tuesdays: 5:00-6:00pm (Online)
Wednesdays: 12:00-1:00 & 2:30-6:00pm (Jackson - WA 226F)
*2nd and 4th Mondays I have meetings from 3-5

Course Description

Planning, creating and displaying databases, sorting and report preparation, data entry screens, data validation and data selection, and multiple file operations.

Prerequisite(s)

Knowledge of Windows and ability to type 30 words per minute minimum, ENG 085, and ENG 090.

Course Goals

The Microsoft Access topics include (and not be limited to) An Introduction to Databases and Database Objects; Querying a Database; Maintaining a Database; Creating Reports and Forms; Multiple Forms; Advanced Report Techniques; Using SQL; Advanced Forms Techniques; Macros, Navigation Forms, PivotTables, and PivotCharts; and Administering a Database System.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- To learn the fundamentals of Microsoft Access 2016
- To learn practical procedures to create databases suitable for coursework, professional purposes, and personal use
- To demonstrate expert level skills in Microsoft Access 2016 for the Microsoft Certified Application Specialist exam

Textbook

- Cengage Unlimited subscription
  - eText: Shelly Cashman Series® Microsoft® Office 365 & Access 2016: Comprehensive, 1st Edition, Philip Pratt and Mary Last, Cengage Learning, ISBN: 978-1-305-87063-5
  - SAM 2019 and MindTap (both of these along with the eText is included with a Cengage Unlimited subscription)

The materials required for this class and any others using Cengage products are included in ONE Cengage Unlimited subscription. For $119.99 per semester, you get access to ALL your Cengage online textbooks, and access codes, in one place. $7.99 hardcopy textbook rentals are also available for select titles. Download the free Cengage Mobile App to get your Cengage Unlimited online textbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited.

Grading Procedure

The work for this course includes Module Textbook Projects (3 attempts), SAM Projects (5 attempts), and SAM quizzes (10 attempts). In the addition, there is a Final Exam. Please see schedule at the end of this syllabus for work which is expected to be submitted on a weekly basis. Remember, this is not a self-paced course; there are specific due dates.

Late work will be accepted up to **one** week after the due date with a **50% deduction**. No work will be accepted beyond this time. No work will be accepted beyond the last day of class. Your grade will be determined by the following criteria:

- Introduction Email (10 points)
- 12 Module Exercises (20 points each)
- 12 SAM Project Assignments (20 points each)
- 12 SAM quizzes (maximum 25 points each)
- Final Exam (100 points)

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	88-93%
3.0	82-87%

2.5	76-81%
2.0	70-75%
1.5	64-69%
1.0	58-63%
0.5	52-57%
0.0	0-51%

Module Textbook Exercises

The module textbook exercises for this course are the databases you create/edit by working through the modules. You will download a starting document from the link in JetNet, follow the instructions in the eText, and then upload the finished workbook for grading. You should read the detailed information provided by the author as well as complete each step. You will be allowed to resubmit your work for a higher grade up to 3 attempts. You don't need to start over for re-attempts, you can usually just fix the things that were marked incorrect.

Weekly SAM Projects

After you complete the textbook projects, you will also be assigned a SAM project. For the projects, you will download starting files and instructions from the link in JetNet. When you have completed the project, you will upload the finished file for grading. You will be allowed to resubmit your work for a higher grade up to five attempts. You don't need to start over for re-attempts, you can usually just fix the things that were marked incorrect. There is a link to the eText for any steps which you might need extra guidance.

Weekly SAM Quizzes

After completing both the textbook project and SAM project, you will be assigned a SAM module quiz. There are no more than 25 tasks per quiz. You may retake up to 10 times for a higher score. There is training available (which is optional) for any tasks which you might need extra guidance.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, open labs, counseling services.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/

Important Dates: Fall 2018

The Academic Calendar can be found on JC's website at: https://www.jccmi.edu/academics/academic-calendar/

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of attendance will occur each class session. I will treat participation (turning in assignments, etc) as attendance. Students identified as no longer participating will be dropped or administratively withdrawn from the class.

Incompletes

No incomplete grade will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Calendar

The calendar timelines and assignments are an approximation and could be changed.

WEEK #	TOPIC	HOMEWORK
1	Course Site, SAM, Access Intro	Introductory E-mail
2	Access Module 1 Textbook Exercise	Module 1 SAM Project and SAM Quiz
3	Access Module 2 Textbook Exercise	Module 2 SAM Project and SAM Quiz
4	Access Module 3 Textbook Exercise	Module 3 SAM Project and SAM Quiz
5	Access Module 4 Textbook Exercise	Module 4 SAM Project and SAM Quiz
6	Access Module 5 Textbook Exercise	Module 5 SAM Project and SAM Quiz
7	Access Module 6 Textbook Exercise	Module 6 SAM Project and SAM Quiz
8	Access Module 7 Textbook Exercise	Module 7 SAM Project and SAM Quiz
9	Access Module 8 Textbook Exercise	Module 8 SAM Project and SAM Quiz
10	Access Module 9 Textbook Exercise	Module 9 SAM Project and SAM Quiz
11	Access Module 10 Textbook Exercise	Module 10 SAM Project and SAM Quiz
12	Access Module 11 Textbook Exercise	Module 11 SAM Project and SAM Quiz
13	Access Module 12 Textbook Exercise	Module 12 SAM Project and SAM Quiz
14	Class time to work on Final Project	Work on Final Project
15	Final Project due May 1, 2019	
No work will be accepted after the last day of class!		