Microsoft Access Comprehensive

CIS 122

Spring 2022

Number of Credits: 3

Days Class Meets: Online

Meeting Times: Online

Location: Online

Instructor: Dianne Hill

Office: WA 226F

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Office Hours:

Mondays: 1:00pm – 5:30pm (Online)
Tuesdays: 3:00pm – 5:30pm (Online)
Thursdays: 12:00pm – 3:00pm (WA 226F & online) by appointment

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

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

Textbook

- Cengage Unlimited subscription
  - eText: New Perspectives Microsoft Office 365 & Access 2019 Comprehensive, 1st Edition, Shellman and Vodnik, Cengage Learning, ISBN: 978-0-357-02575-8
  - SAM 2019 and MindTap (both of these along with the eText is included are included through the Bookstore)

Learn about the new textbook program at JC

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Equipment

This is a WINDOWS computer class (not MAC, not CHROMEBOOK). You must have access to an Internet connected Windows computer. While there are some activities you can do in the browser, the PROJECTS, in particular, must be done on a downloaded desktop version of the Microsoft Access. Note: The MAC version of Microsoft Office does NOT contain Access.

You are also expected to have "backup computer" plans; a friend's computer, a relative's computer, JC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether or not your computer works. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time you are expected to find a way to do the work.

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 Forum Post (10 points)
- •   12 SAM Textbook Projects (20 points each)
- •   12 SAM Project Assignments (20 points each)
- •   12 SAM quizzes (maximum 25 points each)
- •   Final Exam (100 points)

**Assignments, quizzes, exams, etc. could change throughout the semester as deemed appropriate by the instructor

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%

Weekly SAM Textbook Projects

The module textbook projects for this course are the databases you create 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

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

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

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

Support

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Oasis Center

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage https://www.jccmi.edu/the-oasis-center/

Health Clinic

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage https://www.jccmi.edu/health-clinic/

Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/

Help

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

Academic Advising

Student success navigators serve not only as academic advisors but as a student's academic, financial, and total resource advocate or coach.

Students will have an assigned navigator to meet with for advising and any questions they may have. Navigators will serve as the "go-to" person to help students throughout the college experience.

It is important to know your Student Success Navigator. You may find your Navigator by visiting this website https://www.jccmi.edu/academics/academic-advising/ and click on your pathway. You should also receive an email from your Navigator at the beginning of the semester.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise. If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus. All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

Important Dates:

The Academic Calendar can be found on JC's website at:

https://www.jccmi.edu/academics/academiccalendar/

Calendar

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

WEEK #	TOPIC	HOMEWORK	DUE DATE
1	Course Site, Introduction Forum, Access Module 1	Module 1 SAM Textbook Project, SAM Project and SAM Quiz	3/21/22
2	Access Modules 2 & 3	Module 2 SAM Textbook Project, SAM Project and SAM Quiz Module 3 SAM Textbook Project, SAM Project and SAM Quiz	3/28/22
3	Access Modules 4 & 5	Module 4 SAM Textbook Project, SAM Project and SAM Quiz Module 5 SAM Textbook Project, SAM Project and SAM Quiz	4/4/22
4	Access Modules 6 & 7	Module 6 SAM Textbook Project, SAM Project and SAM Quiz Module 7 SAM Textbook Project, SAM Project and SAM Quiz	4/11/22
5	Access Modules 8 & 9	Module 8 SAM Textbook Project, SAM Project and SAM Quiz Module 9 SAM Textbook Project, SAM Project and SAM Quiz	4/18/22

6	Access Modules 10 & 11	Module 10 SAM Textbook Project, SAM Project and SAM Quiz Module 11 SAM Textbook Project, SAM Project and SAM Quiz	4/25/22
7	Access Module 12 Final Exam	Module 12 Textbook Project, SAM Project and SAM Quiz Final Exam	Saturday, April 30, 2022
No work will be accepted after the last day of class			