Course: CIS118 DF Database Applications

Credit: 4 Quarter Hours   **Method of Delivery:** Flex TTH 10:05 –11:50 am room 130

Course Description: The student will learn to develop database applications using the current version of Microsoft Access. Students will learn to use the principles of database applications to solve a variety of business problems. The student will learn how to design tables, create forms and queries to display and analyze data, and generate reports focusing on appearance and effectiveness of conveying information. Integration with other Microsoft Office applications is also included. This course uses a hands-on approach where students learn by completing each project following the step-by-step instructions. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

Prerequisite: CIS 114 Computer Usage and Software Applications

Text(s) & Manual(s): New Perspectives Microsoft Office 365 & Access 2016: Comprehensive, 1st Ed.
Author(s):   Shellman/Vodnik
Publisher: Cengage
ISBN: 9781305880139

Materials needed: Microsoft Office 2016, Internet access
          SAM 365 & 2016 Assessment, Training and Projects, 1st Ed.
          (http://sam.cengage.com) Institution key is **T2032275**

Topics: Microsoft Access 2016 as an example of database application software

Learning Objectives:
Upon completion of this course, the student will be able to:

1. Demonstrate knowledge of database management systems
2. Create tables, forms, reports and queries and change their designs, properties, and views
3. Manipulate relational databases, using one-to-many and many-to-many relationships
4. Import/Export data, create charts and navigation forms
5. Create subforms and multiple table queries

Midstate Grading scale:
          90 - 100   A
          80 - 89   B
          70 - 79   C
          60 - 69   D
           0 - 59   F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, and then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin, which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: **Nancy Franklin**
E-mail: **nafranklin@midstate.edu** **Phone:** 692-4092 ext. **1240** (voice mail only)
Office hours: Th 11:50 am – 12:30 pm or by appointment **Room:** 130

Policies and procedures:

- **Flex Learning:**

  Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

  - On-campus = If a student attends an on-campus course, he or she will be counted as present.

  - eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

- Assignments/Exams: Homework is due at the beginning of the class period. Each late assignment must have written explanations of the reason. 70% is the highest score that late or make up work can earn. **Work from weeks 1-6 will not be accepted after midterm. No make-up work is accepted after week 10.** All exams should be taken on time. **Makeup exams will only be given in the case of EXTREME, well-documented situations.**

- Attendance: Regular attendance is expected. It is the student's responsibility to notify the instructor when a class will be missed. If you know of a conflict ahead of time, you are welcome to submit homework assignments early.

- Grades: It is the students' responsibility to keep copies of all assignments (files) turned in for a letter grade until the end of the quarter when a final grade has been earned. If a file is lost and no copy is available, the student will not receive credit.

- If class is canceled, students will be notified via Midstate email regarding instructions for that week. Students will be required to log into LMS and SAM and complete work in order to continue moving forward with the class work.

- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. If you are experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.

- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time (in class and online).

- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment and email messages.

- **Academic dishonesty** (plagiarism, cheating, misrepresentation, facilitating) is never tolerated and will be referred to the Dean.

Grading Policy

The Discussion Forum message areas expires at the close of each eLearning Week on Monday at 8:00 a.m. Discussion posts for participation can only be made during the specific Week of the course schedule.

Each week your assignments are worth 100 points. To receive full credit, assignments must be submitted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. 80% is the maximum grade late homework can receive. Late work will be docked 20% for each week it is late. If you are experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.

Attach ALL files together each week and post them into the Weekly Assignment Dropbox. **Each file should be clearly named and have student's name.**

Examination Information: There will be Midterm Exam and Final Exam. SAM simulation software will be used for hands-on Exams; they will be online and will be timed.

Methods of evaluating student performance:
- Weekly assignments from the textbook and SAM projects will be used to reinforce course concepts. They will assess student's ability to apply database management principles and demonstrate knowledge of database application software.
- Weekly discussions will be used to stress course objectives.
- Exams will assess the student's comprehension of the course content.

All weekly assignments, discussions should be posted on time. All Tests and Exam should be taken on time. 70% or better is required to pass the class.

Instructor's Grading Scale:
These percentages are all approximate values

Projects	50%
Exams	40%
Discussions	10%

DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting The Required Post format requires you to post a top-level message before you can read and reply to messages posted by other users. Your first post should be detailed, well prepared, grammatically correct and error free. Spelling and grammar count. Make sure you proofread all your messages before posting. No posts after 8 am on Monday will be counted.	90%
Response to posting of a classmate (is optional, but recommended to keep the discussion going)	
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %

CIS 118 Tentative Outline

Week	LO*	Topics/Projects	SAM Trainings	Exams
Week 1	1, 2	Module 1 Textbook (SAM) Module 1 SAM Project (SAM)		
Week 2	2, 3	Module 2 Textbook (SAM) Module 2 SAM Project (SAM) Appendix A (optional)		
Week 3	2	Module 3 Textbook (SAM) Module 3 SAM Project (SAM)		
Week 4	5	Module 4 Textbook (SAM) Modules 1-4 - SAM Capstone Project		
Week 5	2, 5	Module 5 Textbook (LMS drop box) Module 5 SAM Project		
Week 6	2	Module 6 Textbook (LMS drop box)	Midterm Exam Training**	Midterm Exam
Week 7	2	Module 7 Textbook (LMS drop box) Module 7 SAM Project		
Week 8	1, 4	Module 8 Textbook (LMS drop box) Modules 5-8 - SAM Capstone Project		
Week 9	2, 3	Module 9 Textbook (LMS drop box) Module 9 SAM Project		
Week 10	1, 4	Module 10 Textbook (LMS drop box) Module 10 SAM Project		
Week 11	1	Module 12 Textbook (LMS drop box) Module 12 SAM Project		
Week 12		Final Exam Module 11 (VBA) - optional	Final Exam Training**	Final Exam

*   LO – Learning Objectives (see page 1)
** Midterm and Final exams trainings are optional (not for the grade) but strongly recommended to complete before taking the exams.