

Saddleback College

CIM 115 Ticket No. 16900
Databases (Microsoft Access v.2016)

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Spring 2018 (3/26 to 5/23)

Course Syllabus

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Required Textbook: Bundle: Shelly Cashman Series® Microsoft® Office 365 & Access 2016: Comprehensive, Loose-leaf Version LMS Integrated MindTap Computing
 Author: Pratt
 ISBN: 9781337353144
 Publisher: Cengage Learning
 Best price is available in SBC College Bookstore. **DO NOT BUY A USED TEXTBOOK!**



Supplies: USB drive or the ability to store files in a safe place.

Course Description: This course covers using a relational database management system to solve business problems. Emphasis is on concepts and procedures for designing databases and producing reports. Database objects such as tables, forms, queries, and reports will be created.

WEEK	START DATE	MODULE/TOPIC	READ/DO	ASSIGNMENT
1	3/26/2018	Intro to Canvas	Read the college policy on academic honesty.	Required: Log into Canvas (www.saddleback.edu and click Canvas) and print the syllabus by 3/30 . Review syllabus and note all due dates on your personal calendar!
1	3/26/2018	Intro to SAM and Access	Module 0	View Canvas Videos in Module 0 folder. Participate in the online discussion by 4/2.
2	4/2/2018	Module 1 – Databases and Database Objects	Module 1	Complete: (Due 4/9) Module 1 Training Module 1 Project 1 (4% of grade) Module 1 Project 2 (4% of grade)
3	4/9/2018	Module 2 – Querying a Database	Module 2	Complete: (Due 4/16) Module 2 Training Module 2 Project 1 (4% of grade) Module 2 Project 2 (4% of grade) SAM Exam for Module 1 (7% of grade)
4	4/16/2018	Module 3 – Maintaining a Database	Module 3	Complete: (Due 4/23) Module 3 Training Module 3 Project 1 (4% of grade) Module 3 Project 2 (4% of grade) SAM Exam for Module 2 (7% of grade)
5	4/23/2018	Module 3.1 Capstone Project 1	Modules 1 - 3	Complete: (Due 4/30) SAM Exam for Module 3 (7% of grade) SAM Capstone Project 1 (20% of grade)

6	4/30/2018	Module 4 – Creating Reports and Forms	Module 4	Complete: (Due 5/7) Module 4 Training Module 4 Project 1 (4% of grade)
WEEK	START DATE	MODULE/TOPIC	READ/DO	ASSIGNMENT
7	5/7/2018	Module 5 – Working with Multiple Tables	Module 5	Complete: (Due 5/14) Module 5 Training Module 5 Project 1 (4% of grade) SAM Exam for Module 4 (7% of grade)
8	5/14/2018	Review for Final Exam	Review Modules 1 to 5	Complete: (Due 5/21) SAM Exam for Module 5 (7% of grade)
9	5/21/2018	Objective Final Exam - Required		Complete Final Objective Exam (10% of overall grade) Due 5/23.

Online Instructions:

- We'll use Canvas for this course. Point your browser to www.saddleback.edu and click on Canvas. Log on with your username (flastname#) and use your universal password.
- Check your Saddleback email account. Your email address is flastname#@saddleback.edu where f is your first initial, lastname is your full last name and # is a number (usually 0).



Student Learning Outcomes/Learning Objectives:

- Create and design database tables and forms.
- Modify database tables and forms.
- Enter data into tables or forms.
- Create and perform queries.
- Produce reports, forms, and queries.
- Build and maintain a relational database.

Final/Capstone Projects:

- There is one capstone project (via SAM) and one objective style final exam (via Canvas). All exams will be taken online.



SAM Exams:

- Additional SAM exams will be given in Canvas. Weekly SAM exams can be repeated one time and the highest grade will be recorded.

Due Dates:

- In general, all assignments are due the Sunday following the assignment as stated in the syllabus. For example, work that is assigned on Monday of one week is generally due on Monday at midnight of the following week. There is an automatic 48-hour grace period for turning in work and taking the exams as long as the privilege is not abused. There is **no grace period for the final exam**. Work up to 12 days late **may** be accepted at the discretion of the instructor, but points will be deducted. No work over 12 days late will be accepted.

- Check your Saddleback email account once a week. Your email address is flastname#@saddleback.edu where f is your first initial, lastname is your full last name and # is a number (usually 0). You do have to change your password in mysite before you can use Canvas. Note that your email address contains no spaces and is in all lowercase letters. New students will be required to log into mysite and change their password to a more secure one. That new password will be good from that point on.

Grading:

- Grades will be assigned as follows:

SAM Projects	32% (8 each at 4% each)
SAM Capstone Project	20%
SAM Exams	35% (5 Exams at 7% each)
Discussions	3%
Final Exam (Required)	10%

- Grades will be assigned within two weeks after the end of the class and will be posted on MY SITE within 2 weeks of the end of the course.
- Please note that your work must represent **your** effort--not another student's. **Copying files, or making duplicate uploads of assignments may result in an F in the class. Instructor reserves the right to have any student come to the campus to take or retake an exam in person with a valid photo ID. Please review the college policy on Academic Honesty. Online classes are held to the same standard of honesty and academic integrity as are on-campus classes.**

Attendance:

- A student **may** be dropped by the instructor for excessive absence; however, **it is the responsibility of the student to drop a class within the time allowed to avoid an unsatisfactory grade.** Logging into Canvas and uploading files/taking exams and quizzes/contributing to discussions will be used to measure attendance in class. This is not a correspondence class. Students are expected to be **actively** participating on a weekly basis in order to remain in the class. Missing more than 3 assignments/exams or failing to log into Canvas for more than two weeks in a row may result in the student being dropped for non-participation (absence). See Board Policy 5616 regarding student attendance.
- Incomplete grades will only be awarded in cases of **documentable** medical emergencies that occur after the drop deadline. Incompletes are not awarded for being busy at work or to avoid a failing grade. Student must be passing the course up to the drop deadline in order to be considered for an incomplete. The instructor must be notified prior to the last week of class if a student believes they have a documentable reason to request an Incomplete.
- You may complete your assignments at home if you are able to work unassisted and have the proper software. Otherwise, you must come to the IMC to complete your work.
- This course will require the use of online resources. This course will use the online Canvas course management system; the following areas will be included: announcements, content/lectures, assignments, discussions, and grades. The students is required to read and download online materials, submit weekly online assignments and projects, participate in online discussions, and take exams online by specific due dates. It is the students' responsibility to log on to the course website in Canvas a minimum of once per week; and to read the Announcements section.



Help:

- Help is available to you in Canvas and SAM. See the PowerPoints, training, instructional videos, and the answer keys. Probably most helpful are the SAM Training and Videos. Be sure to view those.
- Help is available via email. Email your instructor with a description of the problem.

- Help may be available by posting your question in the discussion board.
- Help is available on campus at the IMC. Visit the Information Management Center for tutoring and assistance. BGS 248 - IMC Phone: 949.582.4783. – Call for hours.
- Help is available for Cengage. Use **Cengage Techcheck** if you are having a technical issue and are unable to access SAM, first visit <http://techcheck.cengage.com> where you can check to see if they're experiencing any service interruptions. If there are no service interruptions, then contact **Cengage Tech Support**: To contact Technical Support for Cengage, please visit <http://cengage.com/support> to initiate a case or call 800-354-9706.

Important Dates:

- First Week of Class Begins: Monday, 3/26/2018
- Add without Instructor Permission by: Sunday, 3/25/2018
- Drop with Refund by: Friday, 3/30/2018
- Elect Pass/No Pass by: Wednesday, 4/11/2018
- Drop without 'W' Grade by: Wednesday, 4/4/2018
- Class Ends: Wednesday, 5/23/2018

Notes:

- This class is entirely on-line although the instructor reserves the right to require on-campus proctored exams (very unlikely).
- Instructor reserves the right to modify the syllabus at any time.
- Save all files until you have received official notice of final course grade.
- This course is designed for v. 2016 of Microsoft Access using a PC. Mac computers are not recommended.

Students with Disabilities:

- Disabled students sometimes need special classroom and instructor accommodations. The Disabled Student Services Center is the Saddleback department that determines the appropriate accommodation(s) for a disabled student. It is the student's responsibility to go to the Disabled Student Services Office and obtain a Verification Letter enumerating the identified accommodations. It is also the student's responsibility to make the instructor aware within 7 days of the beginning of the course of any accommodations they will need for the class. If a test is to be taken in the DSPS center, you must inform the instructor a minimum of 7 days in advance.

Revised 12/17