Course Information

Semester & Year:	Fall 2023
Course Title:	MS Access: Database Management
Course Prefix & Number:	CIS117DM
Section Number:	20524
Credit Hours:	3.0
Start Date:	9/5/2023
End Date:	12/15/2023
Room Number:	N/A (On Your Time Online)
Meeting Days:	N/A (On Your Time Online)
Meeting Times:	N/A (On Your Time Online)

Course Format

The course format for this course is On Your Time Online

Instructor Information

Instructor:	Allen Watts
Email:	allen.watts@scottsdalecc.edu
Phone:	480.423.6265
Office Location:	CM410 ([Virtual Office Location](#))
Office Hours:	Mon (12p-1), Tue (9am-10), Wed (1p-2), Thur (4p-5), Fri (2p-3)
Lab Location:	CM446
Lab Hours:	Tue (11a-12), Wed (2p-3)

Course Description

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program.

Prerequisites

None

Course Competencies

The objective of this course is to introduce the fundamental concepts, terminology, and major applications of computers.

1. Place database programs within the larger context of recent computer history. (I)
2. Identify the various types of database management programs. (I)
3. Describe the main features, advantages, and limitations of this specific program. (II)
4. Operate the database program and the microcomputer on which it runs, at an elementary level. (III)
5. Create database files. (IV)
6. Add, delete and alter records within the database files. (IV)
7. Retrieve information for screen display and printing. (V)
8. Use a full complement of database commands and selection tools. (VI)
9. Access multiple files simultaneously (as supported by specific database software). (VII)
10. Use various numerical, character, date and logical expressions. (VIII)
11. Present database records in various organized ways (alphabetic, numerical, by date, etc.) (IX)
12. Investigate solutions for a variety of common data management problems. (X)
13. Employ specific special production features of the database program. (XI)
14. Describe additional database features. (XII)

Texts and Course Materials

This course does not use a textbook (conceptual and tutorial materials are provided to the student free of charge).

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button
- Google Meet

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office 365
- MySCC (Mac users)

Exam Proctoring Tool

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Late Assignments

Every assignment and quiz have a due date and each assignment builds upon the last. You are allowed to turn in an assignment up to 3 days late for full credit. Assignments and quizzes turned in beyond that time frame will receive a 0.

Extra Credit

This class has extra credit opportunities built into it, both in the form of bonus point questions in quizzes and regular assignments as well as stand-alone extra credit assignments. Extra credit assignments must be turned in by their due date- late submissions will not be accepted.

Weekly Communications

Each academic week I will send out an email to your maricopa.edu account that will contain important information regarding the material covered that week and important exam notifications.

Response Time

Students can expect a response time of 24 – 48 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within 1 week of the assignment's due date.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated courses will require additional time per week.

Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional polices apply to this course:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and turning it in as one's own.
- Submitting another student's file as your own.

- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y'.**

Attendance Policy (Online Students)

At Maricopa Community College schools, students must be engaging in some type of academic activity each week of their online course. Faculty must report a student's last date of attendance and withdraw the student within fourteen (14) days of identifying the last date of academic attendance. Simply logging into an online class will not count as academic attendance. The following is a list of activities that constitute online class academic attendance:

- Submitting an academic assignment (assignment required in the course, regardless of whether it is graded or not), paper, or project.
- Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the course.
- Attending an online or in-person study group (where there is assigned attendance/participation as part of the course).
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

If you have not turned in an assignment, quiz or have initiated contact with me within a 14-day span, you will be withdrawn from this course without notice. If you are having difficulties with the work or in keeping up with the demands of the class, please contact me ASAP so we can work out a solution.

Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdraw polices apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date or they will be withdrawn.

- Students who do not participate for **two (2) weeks consecutively or for one (1) week consecutively during an 8-week course** will be withdrawn for attendance. Participation is defined as follows:
    - Submitting homework on or before due dates
    - Participating in discussions/critiques over the course of a due date
    - Completing exams/quizzes on or before due dates
    - Just logging into the Canvas course does **NOT** count as participation

The official date to request a withdrawal from your instructor in this course is: <mark>Monday, October 23, 2023</mark>

CIS Tutoring Lab

We urge CIS students to utilize the **CIS Tutoring Lab** located in CM446. This lab is used for hands-on classwork and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor-assigned times and locations is posted in your Canvas course

For **Fall 2023**, the CIS Tutoring Lab will host both in-person and virtual tutoring hours. Please check the current schedule for times and locations.

Grading Standards & Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Assignment Name	Points	Percent of Grade
Assignments/Quizzes	1005	67%
Midterm Exam	200	13%
Final Exam	300	20%
TOTAL:	**1505**	**100%**

Course Outline

Week #	Topic(s)
1	Class Preparation
2	Access Basics
3	Table Design
4	Basic Queries
5	Advanced Queries and Tables
6	Database Design
7	Midterm Exam
8	Basic Forms and Reports
9	Advanced Forms
10	Advanced Reports
11	Specialized Queries
12	Automation Using Macros
13	Visual Basic for Applications
14	Securing a Database
15	Final Exam

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the Tutoring & Learning Centers page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the SCC Online Tutoring Services Through Brainfuse page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password

4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.