SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Course Information

Semester & Year:	**Spring 2025**
Course Title:	**MS Access: Database Management**
Course Prefix & Number:	**CIS117DM**
Section Number:	**29129**
Credit Hours:	**3.0**
Start Date:	**January 27, 2025**
End Date:	**May 5, 2025**
Room Number:	**CM 444**
Meeting Days:	**Mondays**
Meeting Times:	**4:30 – 5:55 PM**

Course Format

The course format for this course is Hybrid-In Person with multiple-attendance options (MAO). This means the Monday class meeting is *optional* (I will not take attendance). In-person meetings will **not** be recorded or streamed live.

Instructor Information

Instructor:	**Dr. Sean Geraghty**
Email:	Canvas Message (preferred) or sean.geraghty@scottsdalecc.edu
Phone:	**480-423-6257** (CIS Department)
Office Location:	**CM Building, Office CM-408**
	Online: Sean Geraghty's Virtual Room
Office Hours:	**Mon 3:00 pm – 5:00 pm; Tue, We, Thu 9:00 am – 10:00 am**
CIS Study Lab:	**CM Building, Room CM-446**
Lab Hours:	**Mon 12:00 pm – 1:00 pm; Tue, Thu 2:00 pm – 3:00 pm**
Lab Schedule:	https://cisatscc.com/CISStudyLabSchedule.pdf

Course Description

Introduction to Microsoft Access. Emphasis on features, design, and database management.

Prerequisites

None

Course Competencies

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.

Required Software

- Microsoft Office 2021 (locally installed version)
    - Download **MS Office Professional 2021 for Windows** or **Mac OS** at NO charge from **my.maricopa.edu**
      – OR –
    - Use mySCC to access a multitude of software applications, both on and off campus!

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 (virtual office)
- Google Meet

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Student Assignment Tools

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

- Google products
- Microsoft Office 365 – MS Access
- mySCC (Mac users)

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.

- To complete this course, **you will need** access to a **reliable, working computer (with webcam, speakers, and microphone)**, **your Maricopa Gmail account**, **your Canvas account**, and **Microsoft Office 2021 (desktop/local installation).**
- All assignments **MUST** be submitted by the published **DUE DATES**.
- You **MUST** complete this class by the course end date of **May 5, 2025**.

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 it.

Grading Standards & Practices

Assignments

Assignment Name	Percent of Grade
Assignments	40%
Quizzes	30%
Midterm	10%
Final	20%
TOTAL:	**100%**

Final grades are based on the following scale:

Grade Scale

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

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled student support hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person lectures.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitoring your academic progress and communicating concerns, as needed.

Late Assignments

- Every assignment and quiz will have a due date, and each assignment builds upon the last.
- Assignments and quizzes turned in beyond that time frame will receive a 0.
- The midterm and final exams must be turned in by the due date.
- Late submissions will not be accepted.

Grading Feedback and Response Time

- Students are encouraged to ask questions, via Canvas message or e-mail (your Maricopa Gmail account) as they work through assignments.
- Students can expect an e-mail/Canvas message response in 24 to 48 hours, Monday through Friday.
- It is your responsibility to monitor your grades in Canvas. All assignments will be submitted through Canvas. Your grade and feedback can be reviewed in Canvas.
- Students can expect assignments to be graded within 1 week of the due date.

Academic Conduct and Honesty

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.

Note: 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

In order to successfully learn the course material, the student will need to invest significant time and effort in reading, key stroking, and completing all of the class assignments.

- Students must participate in this 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** 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 of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal will determine the degree of refund, if any. See Refund Policy in the 2024-2025 College Catalog.
- The last date to request a withdrawal from your instructor in this course is: **Monday, April 28, 2025**

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.

CIS Study Lab

We urge CIS students to utilize the **CIS Study Lab in CM 446**. 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 **Spring 2025**, the CIS Study Lab provides both in-person and virtual hours. Please check the current schedule for times and locations.

Online Tutoring

NOTE: It is highly recommended that you utilize our CIS Study Lab (see above section) because SCC CIS instructors are more familiar with your 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.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District Student Conduct Code, such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an

educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

SCC Land Acknowledgement

Scottsdale Community College (SCC) credits the diverse Indigenous people still connected to the land on which we gather. Our college resides on the tribal territory of the Salt River Pima-Maricopa Indian Community (SRP-MIC). SRP-MIC is a federally recognized nation - one of 22 Arizona Indigenous nations and one of 574 across the United States. Attached to this physical space is a painful history of forced removal and the resulting intentional genocide of its Indigenous people. We remain appreciative of our ability to teach, learn and serve in a space of such importance and reverence. SCC acknowledges the land on which we are situated today as the traditional land and home, established by Executive Order on June 14, 1879, of two distinct tribal nations: the Onk Akimel O’odham (Pima) and the Xalychidom Piipaash (Maricopa) people. We take this opportunity to thank the original caretakers of this land. We offer our respect to their Elders and to all O'odham and Piipaash people of the past, present and future.

CIS117DM Section 29129 – Spring 2025 Course Outline

Week #	Date	Topic(s)
1	Jan 27	Class Preparation
2	Feb 03	Access Basics
3	Feb 10	Table Design
4	Feb 17	Basic Queries
5	Feb 24	Advanced Queries and Tables
6	Mar 03	Database Design
7	Mar 10	**NO Class – Spring Break**
8	Mar 17	Basic Forms and Reports
9	Mar 24	Advanced Forms
10	Mar 31	Advanced Reports
11	Apr 07	Specialized Queries
12	Apr 14	Automation Using Macros
13	Apr 21	Visual Basic for Applications
14	Apr 28	Securing a Database
15	May 05	Final Exam

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.