



## Microsoft Access: Database Management - Online Syllabus

*Note: this document includes hyperlinks which will open in a new window*

*Students are required to familiarize themselves with the policies outlined in this syllabus and complete a syllabus quiz and course expectations acknowledgment.*

### Course Information

**CIS 117DM:** Microsoft Access: Database Management Online (3 credits)

**Instructor:** Dr. Michele Mosco

**Contact:** [michele.mosco@estrellamountain.edu](mailto:michele.mosco@estrellamountain.edu)

**Section:** 10774

**Meeting Dates/Times:** online

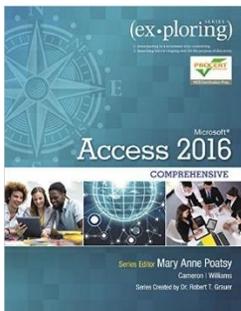
**Term:** Summer 2017

**Support hours:** Please email for an appt time

**Prerequisites:** None

### Required Course Materials, Supplies and Technologies

#### Textbook required for course:



**Title:** Exploring Microsoft Access 2016, Comprehensive

**Authors:** Mary Anne Poatsy, Cynthia Krebs, Eric Cameron and Jerri Williams

**ISBN:** 0-13-447945-9; 978-0-13-447945-3

Textbooks can be purchased at [EMCC's bookstore](#).

**Software required for the course:** This course uses Microsoft Office Access 2016.

Note **you must use Access 2016** to complete the assignments.

To get your Office 365 follow these simple steps:

Go to <https://login.microsoftonline.com/> and enter the following information:

- Username: Your Maricopa email address (i.e., MEID@mariocpa.edu)
- Password: Password you use to log into your Maricopa email account

Click Sign in

**You are responsible to get your book and Access 2016 on time!** Having your materials on time plays a major role in succeeding in this course.

This course uses CANVAS as a learning management system.

### Course Description & Competencies

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

CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM.

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)

### Grade Calculations & Scale

Each assignment/quiz/test is worth a specific number of points. The number of points is listed both in the module and under the syllabus.

Final grades will be determined by the percentage of points earned compared to the number of points possible. See table below for correlation.

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
0% - 59% = F

### Course Outline

All course content, assignments, quizzes/tests can be found in CANVAS. When in the CANVAS course, please refer to the modules link found on the left-side. Due dates for each assignment can be located there or in the Syllabus link (scroll down the page).

## Learning Outcomes

After successful completion of the CIS117DM course, the student will understand simple relational database concepts and apply basic and advanced features within MS Access to support those database concepts.

## General Education Abilities

EMCC recognizes seven general education areas that our courses address. Targeting these abilities will not only advance students' academic success, but help them to be more productive in their careers. Each semester, one of these abilities is targeted for campus-wide assessment. This semester the focus is on communication.

## Participation Policy

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester.

Timely completion of the required assignments is extremely important to your success. **We recommend that you plan on working a minimum of three hours per credit hour, per week on homework assignments to ensure your success in this course. (For example: 3 credits x 3 hours = 9 hours per week minimum).**

## Assessment: Assignment Policy & Turnaround Time

- Assignments are posted in Canvas under each Module and they are also posted under the Syllabus link.
- All assignments must be submitted online via each Assignment link and students should follow the exact instructions.
- **The assignments must be submitted on or before the due date.**
- This is a hands-on, practice heavy course! The lack of practice will yield the lack of understanding. **Remember: Late assignments will not be accepted.** Failure to complete and/or submit any assignment on time will result in a "0" for that assignment. There are no exceptions.
- All work must be submitted electronically as instructed on or before the due date. Non-participation or failing to submit the first 2 assignments (syllabus and course acknowledgments) by **midnight on May 31<sup>st</sup>, 2017** will result in you being **withdrawn** from the course. **Failing to submit 4** or more assignments by the required due date during the course semester will result in a withdrawal from the course.
- If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record.



**\*No extensions are granted in online courses.**

- Your instructor will endeavor to respond to your emails during business hours Monday-Friday, within 48 hours of receipt. Email received from Friday-Sunday will be responded to on Monday of the following week.
- Assignments feedback will be given no later than 72 hours after the due date.

### Technology Policy

Students who take online courses need reasonable computer competence and good study, Internet, and reading comprehension skills to be successful. Skills specific to individual courses may also be required; for example, proficiency with a word processing package may be needed for an online English course.

Please visit **Is Your Computer Ready for E-Learning?**

<http://www.estrellamountain.edu/academics/distance-learning/orientation> for complete list of requirements.

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Canvas, software, etc. must be directed to the Information Commons in Estrella Hall: 623-935-8150. A 24/7 Maricopa Canvas help desk is also available at [My .Maricopa.edu](http://My.Maricopa.edu).

It is the student's responsibility to be proficient in using Canvas, its required processes, and Microsoft programs to be successful in an online/hybrid learning environment. Students need to be proactive in ensuring they are skilled in Canvas' processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

### Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through My.Maricopa.edu. All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. You can expect an answer within 2 business days.

Please visit [Gmail at Maricopa](#) to learn how to setting your Gmail.

### Canvas Notifications Policy

Canvas Notification Preferences allow you to select how and when to be notified (via email, text message, twitter or Facebook) when there's an announcement or a message sent from within Canvas. Students will be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas.

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Canvas supports notification through email, SMS text message, twitter, and Facebook. Canvas. You can choose to receive notification alerts immediately, daily, weekly, or never.

Please follow these steps:

- Click the **Setting** tab on the top of orange bar.
- Click **Notifications** locates on the left side of navigation
- Review/update all the notification
- Click **Save Preferences**

You can also visit this tutorial for [Notification Preferences](#).

### Netiquette & Respect for Others

"Netiquette" is network etiquette, the do's and don'ts of online communication. Students are required to follow good netiquette when communicating in the discussion boards and virtual office hours.

Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The following page link provides links to both summary and detail information about [Netiquette](#). If you add a picture or graphic to your Canvas profile, make sure the image is suitable for the learning environment.

### Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Students are responsible for familiarizing themselves with [EMCC's Students Rights and Responsibilities](#).

Academic misconduct includes but is not limited to misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the [Student Handbook](#), Section 2.3.11.

### Disability Policy

If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or [drc@estrellamountain.edu](mailto:drc@estrellamountain.edu).

To ensure equal access, all required course materials provided in web links are expected to meet AA Standard of Compliance with the Web Content Accessibility Guidelines (WCAG) 2.0. All internal and external course links should be evaluated by the WAVE Web Accessibility Evaluation Tool. Course materials are expected to be in compliance, or an alternative option provided upon a student's request. Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty

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accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology.

### Academic Support & College Resources

**We care about your success!** In addition to meeting with your instructor, EMCC students may use the FREE Academic Success Center/Tutoring services located in Estrella Hall South, first floor, to reinforce and supplement classroom instruction. Free of charge on-campus and online tutoring services are available for most courses offered at EMCC.

<http://www.estrellamountain.edu/students/tutoring>

#### How to get the most from your tutoring sessions:

- The sooner and the more often you come to tutoring, the better.
- Come prepared. Bring your class notes, textbook, and assignment instructions to your tutoring sessions. Look over the readings, try problems, and/or attempt an essay rough draft. If you can, bring a list of specific questions to tutoring.

#### Additional resources that may be beneficial to your success in this class are:

- [Disability Resources and Services](#)
- [Academic Success Center](#) – (Tutoring & Writing Center)
- [Computer commons](#)
- [Library](#)
- [Veterans Services](#)
- [Lactation Room](#)
- [Student Academic Achievement Committee \(SAAC\)](#)
- [Counseling](#)
- [General Education Matrix](#)

### Academic Calendars

- [EMCC Academic Calendar](#)
- [Maricopa Academic Calendar](#)

### Disclaimer/Caveat

This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.