**INTERMEDIATE DATABASE SYSTEMS**

# CIS-133- Section: 001

[Insert other course information (optional): blended, honors]

**Credit Hours:** 3.00 **Lab Hours:** 0.00 **Lecture Hours:** 2.00

# IAI Core: IAI Majors:

**Semester: Spring 2013 Course Begins: 3/13/13 Course Ends: 5/6/13 Days: Wednesdays Times: 6PM Room: NA**

**Instructor:** Bill Skrzypczak **Email:** bskrzypczak@mchenry.edu **Phone:** (815) 505-5489

# Office Hours: NA

**Office Location:** NA

**Other Contact Information** NA

**Website (optional):** NA

**Text/Materials:**

Text: Adamski/Finnegan, *New Perspectives on Microsoft Access 2010, Comprehensive* (9780538798471) Course Technology, 2011.

Software: Microsoft Windows 7; Microsoft Office 2010; Internet Explorer 8. Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

# Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Weekly quizzes will be given to help ensure students stay up with assigned material.
4. FINAL Exam: A final exam will be given at the end of the class covering all the major topics covered in the class.
5. Participation: Student participation will be graded by the level of class participation and attendance.

# Course Description:

As a student in this course, you will learn the most important topics of Microsoft Office Access 2010. No prior computer experience is assumed. First, you will learn the basics of file management and the most important elements of the new Microsoft Office 2010 interface. Next, you will learn to create and build databases and define table structures. Once you have mastered these topics, you will learn to maintain and query databases, create and use forms and reports, and enhance your database with advanced tools. In the last portion of the course, you will integrate, analyze, and automate tasks. You will close the course by learning database security and Visual Basic Applications.

# Prerequisite: Permission of Digital Media department chair. Grading:

Total points will be computed as follows.

Tutorials 25%

Cases 25%

Quizzes 25%

Final 25%

Percent System: A >= 90%

B >= 80%

C >= 70%

D >= 60%

# Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester.

Assignments: All assignments are due the follow Sunday by 11am. Late submission of assignments will not be accepted. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each

person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Web page for additional information about Office 2010, or to post a question about this course.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

# Weekly Course Schedule Course Outline

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| --- | --- | --- |
| **Week** | **Topic** | **Assignment** |
| **3/13** | Chapter 7 Tutorial | Case 1 and Quiz |
| **3/20** | Chapter 8 Tutorial | Case 1 and Quiz |
| 3/24 | Spring Break | Spring Break |
| **4/3** | Chapter 9 Tutorial | Case 1 and Quiz |
| 4/10 | Chapter 10 Tutorial | Case 1 and Quiz |
| 4/17 | Chapter 11 Tutorial | Case 1 and Quiz |
| **4/24** | Chapter 12 Tutorial | Case 1 and Quiz |
| **5/1** | Final Exam |  |

**Withdrawals:** The last day to drop this course is **[Insert date according to** [www.mchenry.edu/academiccalendar.asp](http://www.mchenry.edu/academiccalendar.asp) **].** Failure to attend class does not constitute official withdrawal. If students are considering a withdrawal, they should consult directly with the instructor and an academic advisor.

Students may withdraw from a class through the Registration Office, either in person or by fax: (815) 455-3766. In their request, students should include their name, student ID number, course prefix, number and section, course

title, instructor, reason for withdrawing, and their signature. Withdrawal from a course will not be accepted over the telephone.

Please refer to the following link for other important college dates: [www.mchenry.edu/academiccalendar.asp](http://www.mchenry.edu/academiccalendar.asp)

# Special Needs Statement

McHenry County College offers support services for students with special needs. It is your responsibility to meet with the Special Needs Coordinator and provide current documentation regarding a disability. Please call or stop by the Special Needs Department, (815) 455-8676, Room A260, as soon as possible if you would like more information about the accommodations that are available. In addition, it is important for you to discuss those accommodations with your instructor so you are fully able to participate in this course.

# Academic Integrity

As an educational community, McHenry County College values the pursuit of academic excellence and integrity. In accordance with this philosophy and Chapter 10, Act 5 of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism, and all other acts of academic theft, is considered intolerable. Appropriate sanctions, up to and including suspension from the College will be imposed by authorized College personnel.

# Copyright Policy

MCC will maintain current procedures and guidelines to ensure that all staff and students comply with applicable copyright laws and other intellectual property protection laws. The College will encourage staff and students to engage in the development of intellectual property and facilitate ownership protections with respect to such development of intellectual property.

The College expects that staff and students will act responsibly and ethically in a manner consistent with all copyright laws and College copyright procedures and guidelines. This policy authorizes the College to adopt and maintain such procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

# Student Code of Conduct and the Judicial Process

Consistent with the MCC mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students. The College recognizes a student’s rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities at MCC.

MCC has adopted a Student Code of Conduct and judicial process to maintain a learning environment of respect, civility, safety, and integrity for all members of the MCC community.

Whenever possible, sanctions for violations of the Student Code of Conduct may be educational in nature. However, violations affecting the health and safety of members of the MCC community are deemed to be the most serious. Therefore, acts of violence, threats or dangerous behavior are most likely to result in a suspension from the College. Violations of the academic dishonesty policy may also result in suspension or expulsion from the institution and/or reduced or failing grade.

# Children on Campus

For the safety of children on campus, children (i.e., less than 16 years of age) are not permitted on campus unattended by a parent/guardian, except when they are attending classes offered by MCC for children. The College requires that no children be allowed into a classroom/laboratory environment, including the Testing Center, Learning Center and computer labs, solely for the purpose of a parent/guardian to provide direct supervision of his/her child.

# Teaching Schedule

The scheduling of the activities and teaching strategies on this syllabus, but not the objectives or content, may be altered at any time at the discretion of the instructor.

# Resources

The following are useful resources available to you as a student at McHenry County College:

**Advising and Transfer Center: Phone (815) 479-7565; Office A257** [www.mchenry.edu/ATC/Index.asp](http://www.mchenry.edu/ATC/Index.asp)

# Counseling:

**Phone (815) 455-8765; Office A257**

[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)

# Financial Aid:

**Phone (815) 455-8761; Office A262**

[www.mchenry.edu/financialaid](http://www.mchenry.edu/financialaid)

# Library:

**Phone (815) 455-8533; Office A212**

[www.mchenry.edu/library](http://www.mchenry.edu/library)

# Special Needs:

**Phone (815) 455-8676; Office A260**

[www.mchenry.edu/specialneeds](http://www.mchenry.edu/specialneeds)

# Tutoring and Study Skills (Sage Learning Center): Phone (815) 455-8579; Office A247 [www.mchenry.edu/sage](http://www.mchenry.edu/sage)

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright holder.