



Basic Course Information

Semester:	Summer 2022	Instructor Name:	Vicki Vloria
Course Title & #:	CIS 128 – Microsoft Access	Email:	Vicki.Vloria@imperial.edu
CRN #:	30191	Webpage (optional):	
Classroom:	Online	Office #:	Online (email, phone, text)
Class Dates:	June 20 – July 28, 2022	Office Hours:	
Class Days:	Online	Office Phone #:	760 791 1849
Class Times:	Online	Emergency Contact:	
Units:	1	Class Format:	

Course Description

A course designed to present the basic data base concepts. The student will become acquainted with a windows-based business data base application and its implementation. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Design, create, and query a data base. (ILO2, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Define data base management terms.
2. Explain the requirements of the data base environment and the use of menus.
3. Create a data base application.
4. Use conditional a mathematical expression for mathematical operations and data searches.
5. Create summary statistics and query files.
6. Create exception lists in a described order using search commands and menus.
7. Demonstrate data base file maintenance procedures.
8. Create mailing labels and reports.

Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging, and relevant learning environment. This semester, I will be offering the following WBL activities to provide you with the opportunity to explore career options in Computer Information Systems.



WBL Activity Name	WBL Activity Description
Projects	Project 1: Database and Database Objects: An Introduction Project 2: Query a Database Project 3: Maintain a Database Capstone Project

Textbooks & Other Resources or Links

This course is part of the Shelly Cashman Series Collection. So, this course is part of a multi-term course. I'll be using this multi-term course for various 1-unit Microsoft courses that I teach.

If you are taking more than one course with me, you only need to purchase the subscription once. This one-term subscription will cover any 1-unit Microsoft courses that I teach even if you take them in a different semester.

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$124.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$9.99 S&H each.

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Course Requirements and Instructional Methods

Remember this course is only 6 weeks long. Although this is a one-unit class, you should be dedicating 8 to 10 hours a week to complete your assignments.

This is an entirely web-based course with no on-campus visits required. You may complete all course work from your home if you have a computer with internet connection and Microsoft Access installed. You will need to master the features of Canvas, which is Imperial Valley College's online course management system.

This is NOT an online self-study course with a due date of the last day of scheduled class.

This course includes weekly deadlines scheduled throughout the semester.

We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.



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Course Grading Based on Course Objectives

Grading Criteria

- Training: 23%
 - Exam / Quizzes: 26%
 - Discussion / Projects 51%
- Total: 100%**

Grading Scale

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

Late Submissions

To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. **Points will be deducted for late work.**

Course Policies

- Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

Guidelines

- This course is designed to take about **8 -10 hours per week (on average)**. **Please plan to:**
 - Set aside time each week to view all module materials and submit required work
 - Log in regularly each week to for announcements, grades, messages, and comments
 - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. to mark your attendance and secure your spot!
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

IVC Student Resources

IVC wants you to be successful in all IVC aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.



Anticipated Class Schedule/Calendar

Module	Topic	Assignments	Due Dates
Module 0 June 20 - 22	Introduction	Discussion / Quiz	Wed., June 22
Module 1 June 23 - July 2	Database and Database Objects: An Introduction	Discussion Training Exam Project	Sat., June 25 Sat., June 25 Wed., June 29 Sat., July 2
Module 2 July 3 - 13	Query a Database	Discussion Training Exam Project	Wed., July 6 Wed., July 6 Sat., July 9 Wed., July 13
Module 3 July 14 - 23	Maintain a Database	Discussion Training Exam Project	Sat., July 16 Sat., July 16 Wed., July 20 Sat., July 2
Capstone July 24 - 28	Capstone Project	Capstone Project	Thur., July 28

*****Subject to change without prior notice*****