



IMPERIAL VALLEY COLLEGE

Basic Course Information

| | | | |
|-------------------|-----------------------------------|---------------------|------------------------------------|
| Semester: | Summer 2023 | Instructor Name: | Vicki Vloria |
| Course Title & #: | CIS 128 – Microsoft Access | Email: | Vicki.Vloria@imperial.edu |
| CRN #: | 30185 | Webpage (optional): | |
| Classroom: | Online | Office #: | Online (email, phone, text) |
| Class Dates: | June 20 – July 27, 2023 | 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.

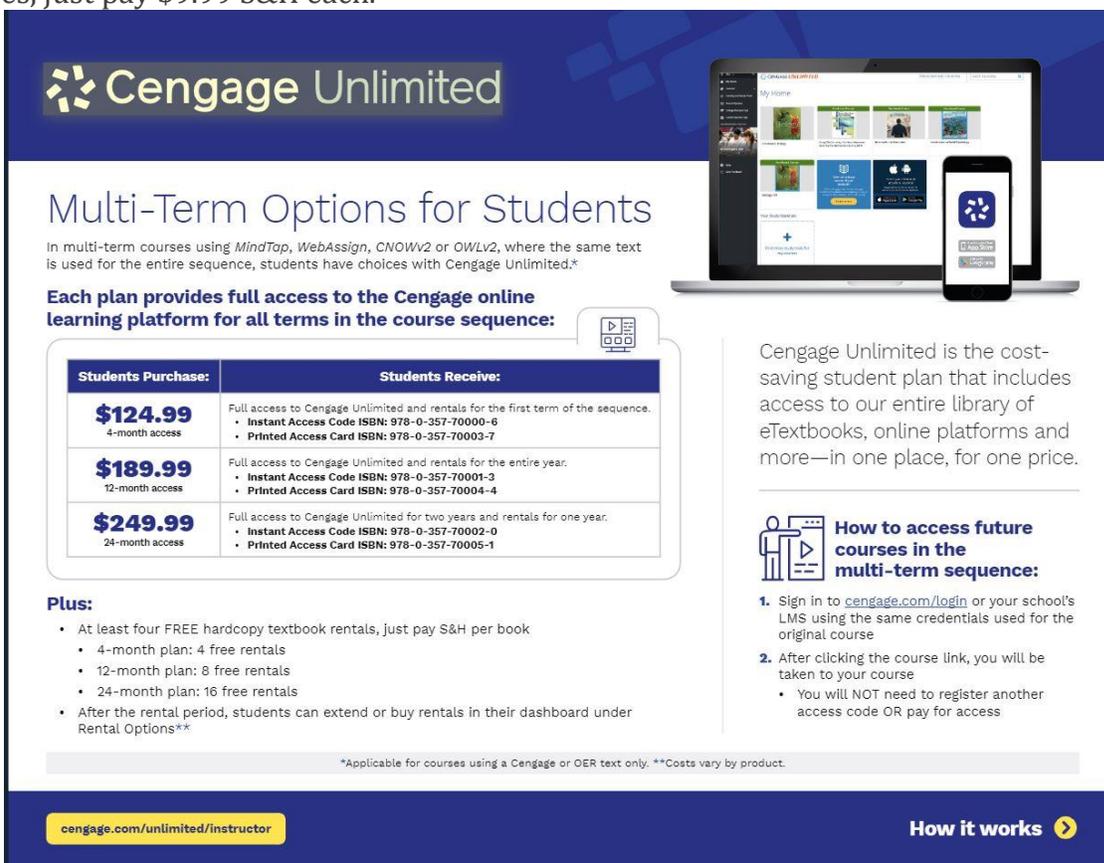
| WBL Activity Name | WBL Activity Description |
|-------------------|--|
| Projects | Project 1: Database and Database Objects: An Introduction Project 2: Query a Database Project 3: Maintain a Database Capstone Project |

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 e-textbook and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$9.99 S&H each.



Cengage Unlimited

Multi-Term Options for Students

In multi-term courses using *MindTap*, *WebAssign*, *CNOWv2* or *OWLv2*, where the same text is used for the entire sequence, students have choices with Cengage Unlimited.*

Each plan provides full access to the Cengage online learning platform for all terms in the course sequence:

| Students Purchase: | Students Receive: |
|------------------------------------|--|
| \$124.99 4-month access | Full access to Cengage Unlimited and rentals for the first term of the sequence. • Instant Access Code ISBN: 978-0-357-70000-6 • Printed Access Card ISBN: 978-0-357-70003-7 |
| \$189.99 12-month access | Full access to Cengage Unlimited and rentals for the entire year. • Instant Access Code ISBN: 978-0-357-70001-3 • Printed Access Card ISBN: 978-0-357-70004-4 |
| \$249.99 24-month access | Full access to Cengage Unlimited for two years and rentals for one year. • Instant Access Code ISBN: 978-0-357-70002-0 • Printed Access Card ISBN: 978-0-357-70005-1 |

Plus:

- At least four FREE hardcopy textbook rentals, just pay S&H per book
 - 4-month plan: 4 free rentals
 - 12-month plan: 8 free rentals
 - 24-month plan: 16 free rentals
- After the rental period, students can extend or buy rentals in their dashboard under Rental Options**

How to access future courses in the multi-term sequence:

- Sign in to cengage.com/login or your school's LMS using the same credentials used for the original course
- After clicking the course link, you will be taken to your course
 - You will NOT need to register another access code OR pay for access

*Applicable for courses using a Cengage or OER text only. **Costs vary by product.

cengage.com/unlimited/instructor **How it works** >

Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.

Download the free [Cengage Mobile App](#) to get your Cengage e-textbook and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited to try it for free.



Beware of sites that are selling discounted Cengage Unlimited subscriptions. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

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.

Grading Criteria

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

Total: 100%

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 Grading Based on Course Objectives

Grading Scale

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

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 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 - 21 | Introduction | Discussion / Quiz | Wed., June 21 |
| Module 1 June 22 - July 1 | Database and Database Objects: An Introduction | Discussion Training Exam Project | Sat., June 24 Sat., June 24 Wed., June 28 Sat., July 1 |
| Module 2 July 2 - 12 | Query a Database | Discussion Training Exam Project | Wed., July 5 Wed., July 5 Sat., July 8 Wed., July 12 |
| Module 3 July 13 - 22 | Maintain a Database | Discussion Training Exam Project | Sat., July 15 Sat., July 15 Wed., July 19 Sat., July 22 |
| Capstone July 23 - 27 | Capstone Project | Capstone Project | Thur., July 27 |

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