IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Winter 2025**	Instructor Name:	**Vicki Viloria**
Course Title & #:	**CIS 128 – Microsoft Access**	Email:	**Vicki.Viloria@imperial.edu**
CRN #:	**15265**	Webpage (optional):	
Classroom:	**Online**	Office #:	**Online (email, phone, text)**
Class Dates:	**January 2 – February 3**	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

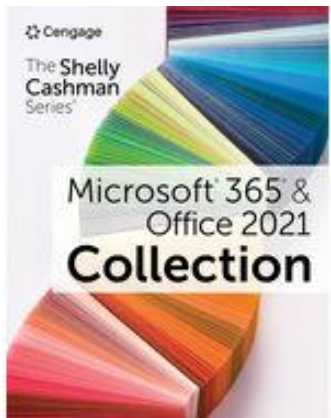Upon satisfactory completion of the course, students will be able to:
1. Define data base management terms.
2. Explain the requirements of the data base environment and the use of menus.
3. Create a data base application.
4. Use conditional a mathematical expression for mathematical operations and data 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.

The ONE Cengage Unlimited subscription includes the materials required for this class—and any other classes using Cengage products. For $129.99 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.

This course requires **Cengage Unlimited with the Homework Platform (MindTap) for $129.99 for one semester.**

Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage e-textbook 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 may be 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 5 weeks long. Although this is a one-unit class, you should be dedicating 10 to 12 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.

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 collaborate with you! Please contact me **as soon as possible** so I can help you stay current and provide support.

Course Grading Based on Course Objectives

Activities	Points	Percentage
Assignments (3 x 100)	300	20 %
Projects (4 x 100)	400	27 %
Exams (3 x 100) / Quiz (1 x 100)	400	27 %
Discussions (4 x 100)	400	27 %
Total	1,500	100%

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

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy. Using AI is considered academic dishonesty, or plagiarism unless you are instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students should reach out to their instructors for clarification.

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 **10-12 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 Friday 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 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 Jan. 2 - 4	Introduction	Discussion Replies / Quiz	Fri. January 3 Sat. January 4
Module 1 Jan. 5 - 13	Database and Database Objects: An Introduction	Discussion Replies /Training Exam Project	Mon., Jan. 6 Wed., Jan. 8 Sat., Jan. 11 Mon. Jan. 13
Module 2 Jan. 14 – 21	Query a Database	Discussion Replies/Training Exam Project	Wed., Jan. 15 Fri., Jan. 17 Sun., Jan. 19 Tues., Jan. 21
Module 3 Jan. 22 – 29	Maintain a Database	Discussion Replies/Training Exam Project	Thurs., Jan 23 Sat., Jan. 25 Tues., Jan. 28 Wed., Jan. 29
Capstone Jan. 30 – Feb. 3	Capstone Project	Capstone Project	Mon., Feb. 3

Subject to change without prior notice