

## CIS 104 – Microcomputer Database

3 Credits

**Course Description:** Acquaints students with database design including data entry, storage and retrieval. Prerequisites: none, but previous computer knowledge is preferred.

### Course Objectives:

**Students are expected to:**

- Create and manage information using computer technology
- Organize, distribute, and store information using database software
- Apply concepts learned to independent challenge problems
- Interpret and synthesize information resulting in solutions to problems
- Demonstrate a working knowledge of database software
- Integrate database records with other business documents correctly and accurately

**Instructor:** Kayla O'Toole

**Office:** Online

**Office Hours:** Use the eMail tool within the online course to communicate with the instructor. Course eMail messages will be checked daily, Monday through Friday. If you have a technical problem, contact the Distance Education office by calling 1-701-228-5479 or 1-888-918-5623 (toll-free).

**Email:** Use online course eMail tool.

**Class Schedule:** Online

**Textbooks:** *Gaskin, McLellan, Graviett. Go! with Microsoft Access 2013 Comprehensive. Pearson. ISBN: 978-0-13-341505-6.* Students will also need to have Microsoft Access 2013.

### Course Requirements:

**Independent Practice:** Read the chapters in the textbook that are assigned and complete the assignments throughout the chapters.

**Assignments:** Students will have chapter assignments, end-of-chapter assignments and projects.

**Tests:** There will be short quizzes throughout the semester. Students will also have to complete a midterm and a final exam.

### **Tentative Course Outline:**

- Introduction to Microsoft Office 2013
- Introduction to Microsoft Access 2013
- Sort and Query a Database
- Forms, Filters, and Reports
- Enhancing Tables
- Enhancing Queries
- Customizing Forms and Reports
- Creating Advanced Forms and Reports
- Integrating Access with Other Applications
- Administering Databases and Writing SQL Statements

### **Relationship to Campus Theme:**

The student will be able to create Microsoft Access databases for situations in everyday life that will pertain to their field of interest, may it be nature, business, health, or science. Databases will be created to store data, run queries, use forms, and to create reports. The Microsoft Access software is a great tool to learn since this technology can be used in a multitude of situations. The projects within the course allow students to create their own functional database to get a hands-on learning experience.

### **Classroom Policies:**

- This course uses a combination of instructional formats including video introduction to the projects, PowerPoint lectures with audio and electronic communication.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted to the Assignment Dropbox. Assignments that are late will have points deducted accordingly.
- Incompletes are handled according to the campus policy.

### **Evaluation:**

**Grading Method :** Your final grade is determined by totaling the points you earn. Each assignment, quiz, text and project is worth a set number of points.

**Grading :** Grades will be calculated by dividing the points earned by the total points possible. The letter grade is based on the following criteria:

A=90-100

B=80-89

C=70-79

D=60-69

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that

Students are responsible for submitting their own work. Student work must not be plagiarized

Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Is It Plagiarism Yet?](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the [Student Handbook](#) on pages 18, 19, and 37

**Disabilities and Special Needs:**

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.