DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: CIS 104 Microcomputer Database

Number of Credits: 3 credits

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

Pre-/Co-requisites: None

Course Objectives:

- 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: Trisha Haman

Office: Dakota College Downtown, 120 East Burdick Expressway - Minot

Office Hours: Virtual by appointment.

Phone: 701-858-3313

Email: trisha.haman@dakotacollege.edu

Lecture/Lab Schedule: Online

Textbook(s): Go! With Microsoft Office 365, Access 2021 Edition/Gaskin/Graviett/ Pearson / ISBN-13: 9780137602339/ Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

Course Requirements: Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use a phone, tablet or Chromebook to take this class.

Tentative Course Outline:

- Microsoft Office Features and Windows Management
- Getting Started with Microsoft Access 202
- Sort and Query a Database
- Forms, Filters, and Reports
- Enhancing Tables
- Enhancing Queries
- Customizing Forms and Report
- Creating Advanced Forms and Reports
- Creating Macros

- Integrating Access with Other Applications
- Administering Databases and Writing SQL Statements

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness. Learning Outcome #1: Utilize industry specific technologies.

Relationship to Campus Focus: 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:
Students are required to complete all class activities.
Cheating will result in the automatic failure of this course.
All assignments will be submitted in Blackboard.
Assignments that are late will have points deducted accordingly.
Incompletes are handled according to the campus policy.

Student Email Policy:
Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:
According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:
Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:
Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.