DMACC
DES MOINES AREA COMMUNITY COLLEGE
Life's Calling™

http://www.dmacc.edu

COURSE SYLLABUS

CAMPUS NAME: Ankeny

COURSE TITLE: Intro to Database

COURSE NUMBER: CIS303

SECTION NUMBER & CRN: WW1, CRN30324

INSTRUCTOR INFORMATION

NAME: Linda Wieskamp

EMAIL ADDRESS: ljwieskamp@dmacc.edu

PHONE NUMBER: 515-707-0134

OFFICE LOCATION: NA

OFFICE HOURS/APPOINTMENTS: By appointment only

INSTRUCTOR INTRODUCTION: Hello, my name is Linda Wieskamp and I will be your instructor for this course. I have been an adjunct professor for DMACC for more than fifteen years, where I have taught various computer classes.

I am employed full-time as an analyst at a payroll firm. Many years ago I attended DMACC and earned an A.A. in Accounting, then earned a Bachelor's Science in Management and Master of Business Leadership from Upper Iowa University. I also have a MIS degree from DMACC.

Please feel free to contact me if you need assistance either by email or by phone, see contact information above. I periodically throughout the day check for emails, in the event you need something right away, feel free to call me, if I am not available to take your call, leave a message and I will call you as soon as I am able.

BLACKBOARD: https://dmacc.blackboard.com/

COURSE INFORMATION

SEMESTER/YEAR: Summer 2019

DATE SYLLABUS CREATED AND/OR REVISED: May 2019

DAYS & TIME & LOCATION: Internet Class - Web

COURSE DESCRIPTION & CREDITS:
https://www.dmacc.edu/Schedule/Pages/coursedescriptions.aspx

PREREQUISITES: None

COURSE COMPETENCIES: https://www.dmacc.edu/competencies
The purpose of this course is to provide the student with a firm foundation in computer technology, computer terminology and the use of computers as productivity tools. The course will present the basic concepts of computers and the effect that computers are having, and will continue to have in the future, in our world.

COURSE OVERVIEW:

This course provides a comprehensive foundation that enables students to understand and use commercially available relational DBMS products effectively.

STUDY EXPECTATIONS/TIPS:

To do well in this class, you must do your homework regularly. Study the assigned readings, which will help you follow the content of the lecture slides. Review your lecture slide notes. Ask questions. Students are expected to devote three hours of study time for each credit hour. This is a fast paced, hands-on course. It is realistic to expect to spend at least 6 -12 hours per week studying for this class. It is your responsibility to obtain assignment information when unit or modules are open. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring or email questions to instructor.) as soon as possible if they feel that they are getting behind on the course material.

TEXTBOOKS & MATERIALS

REQUIRED TEXTBOOKS & ISBN:

Illustrated MS Office 365 Access 2016 Comprehensive

Top of Form **Author:** Friedrichsen
Edition: N/A
ISBN: 9781305878006
Copyright Year: 2017
Publisher: Course Technology Bottom of Form

REQUIRED MATERIALS:

NA

OPTIONAL OR RECOMMENDED BOOKS/MATERIALS:

USB or travel drive, to store assignments.

SOFTWARE APPLICATIONS:

Microsoft Office 365 – Access Database

Software notice: "All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College."

COURSE POLICIES

ATTENDANCE/PARTICIPATION:

Absence or failure to log on to Blackboard should be in the case of emergency only. Please contact instructor if you know in advance that you are going to be gone. It is the responsibility of the student to contact fellow students regarding missed lecture slide notes or assignments and to obtain handouts etc. from Blackboard when they are available. Participation in class activities and discussion is important to the learning process, failure to attend or log on to Blackboard may result in loss of points awarded for participation.

GRADING CRITERIA:

A = 93-100%, A- = 90-92%, B+ = 87-89%, B = 83-86%, B- = 80-82%, C+ 77-79%, C = 73-76%, C- = 70-72%, D+ = 67-69%, D = 63-66%, D- = 60-62, F = 0-59%

CLASSROOM CONDUCT: https://www.dmacc.edu/handbook

MISSED EXAMS:

No makeup Exams, quizzes or discussions will be given, except in cases of extreme circumstances to be determined by the instructor. A zero score will be awarded for missed exams, quizzes or discussions.

LATE ASSIGNMENTS:

Each assignment will have a due date. Late assignments will not be excepted unless prior arrangements have been made.

EXTRA CREDIT:

No extra credit for late assignment, extra credit awarded at the discretion of the instructor.

CLASS CANCELLATION PROCEDURE: It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they must postpone or cancel a specific class. Click & type when a faculty member postpones/cancels class how students will be notified.

ACADEMIC DISHONESTY/PLAGIARISM: It is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy online at https://www.dmacc.edu/student_services/int/Procedures/ES4670 Final.pdf.

SUPPORT SERVICES/ACCOMMODATIONS

SERVICES FOR STUDENTS WITH DISABILITIES: https://www.dmacc.edu/disabilities
Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.

COURSE SYLLABUS

DISCLAIMER: "This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Important: **All students are strongly encouraged to visit MyDMACC portal to review policies and procedures.** Any potential exceptions to stated policies and requirements will be addressed on an individual basis and only for reasons that meet

specific requirements. If you have any problems related to this class, please feel free to discuss them with me."

NONDISCRIMINATION STATEMENT

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg. 6, Ankeny, IA 50023, phone 515/964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg. 1, Ankeny, IA 50023, phone 515/964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-7204, phone 312/730-1560, fax 312/730-1576, email OCR.Chicago@ed.gov.

FURTHER PROCEDURE INFORMATION:
Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at https://www.dmacc.edu/student_services/int/Procedures/ES4645 Final.pdf.

ADA/SECTION 504 INFORMATION:
The Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

ADDITIONAL INFORMATION

DMACC wants to support student success through our Early Alert System. Early Alert connects students to available resources such as advising, counseling, tutoring and more. Faculty members may refer students to these supports in cases in which a student is showing difficulty in attendance, course work, and/or reported situations in which more support could aide in college success. Students are encouraged to respond to all DMACC phone calls or emails and take full advantage of available resources to support a positive college experience. More information can be found at https://earlyalert.dmacc.edu.

To access additional information related to DMACC policies and procedures that impact the classroom (e.g. use of technology, weather-related cancellations, classroom conduct, etc.) please reference the DMACC student portal.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

COURSE SCHEDULE

Week or Date	Assignment	Due Date
	Click & type. Include course midterm and final exam details.	
Week	**Assignment**	**Due Date**
1	Welcome	
2	Getting Started with Access	May 28 at 11:59 PM
2	Building and Using Queries	May 28 at 11:59 PM
3	Using Forms	Jun 4 at 11:59 PM
3	Using Reports	Jun 4 at 11:59 PM
4	Exam#1	Jun 11
5	Modifying the Database Structure	Jun 18 at 11:59 PM
5	Improving Queries	Jun 18 at 11:59 PM
6	Enhancing Forms	Jun 25 at 11:59 PM
6	Analyzing Data with Reports	Jun 25 at 11:59 PM
7	Exam 2	Jul 2
8	Importing and Exporting Data	Jul 9 at 11:59 PM
8	Creating Advanced Queries	Jul 9 at 11:59 PM
9	Creating Advanced Reports	Jul 16 at 11:59 PM
9	Exam 3	Jul 16