

Instructor: Dejang Liu (DJ)
VM: 630-942-3270
E-mail: liudejan@cod.edu
Office hours: M 5:00~5:50pm (till 7/30), W: 5:00~5:50pm (till 8/1)

College of DuPage
Summer 2012
Office: BIC 1713D
CIS 1230

Course Name: CIS 1230, Micro Database Application (Access 2010)

Credit and Contact Hours: 3 credit hours
Monday and Wednesday 6:00~8:50pm, SCC 135

Textbook: (1) Exploring Microsoft Office Access 2010 comprehensive, Grauer, Mast,



Poatsy, ISBN 13: 978-0-13-509825-7, www.pearsonhighered.com



(2) Ingredients for Database Recipes, 2nd ed., Liu, ISBN 0-9787733-0-6

Course Description: Relational database management course using a Windows platform including database design, database creation, database maintenance, form creation, report creation, query creation, and macros creation. Instruction in application development and programming using a representative microcomputer database management package. Upon successful completion of this course the student should be able to do the following (detail in course catalog).

Method of Instruction: Lecture, textbook, cases, project, and class participation

Prerequisites: CIS 1110 or 1130 or 1150 or consent of instructor or pass proficiency exam (contact testing and assessment office for detail, IC 150, 630-942-2400)

Course requirements: **ASSIGNMENT:** The Assignment should be sent through BlackBoard as an attachment and is due by the date indicated. You are responsible for your own work. Late assignments due to medical reason will be accepted if medical documents are provided. Assignments must follow the instructions of each problem to be credited. Only on time assignments are eligible for revisions. All revisions should be sent via e-mail to the instructor since BackBoard only allows each assignment to be turned in one time.

Academic Integrity: Students found guilty of plagiarism or cheating (either providing to or receiving from others) in any forms will receive an F for the course. Instructor may also file a report with Student Affairs office, which could result in other disciplinary action, including expulsion from COD. Do not share your work to anyone.

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Method of Evaluation: 12 assignments (750 points), 6-11-12 Attendance (25 points), Database Project (200 points)
 A: $\geq 90\%$, B: 80-89%, C: 70-79%, D: 60-69%, F: $< 59\%$
 (No incomplete will be granted) "C" or better is needed for Pass/Fail grade.

Course outline: (tentative schedule)

All assignments should be sent via Blackboard and are due at **11:00pm** on each due date. No late assignments will be accepted unless prior arrangement is made.

CIS 1230 Access 2010 Point Distribution		
Wk	Chapters	Assignments
6/11	Ch-1 Office fundamentals & file management Ch-1 Introduction to Access Ch-2 Relational database & queries	pp. 113 (25 pts) pp. 181-82 (50 pts)
6/18	Ch-3 Customize, analyze & summarize query data Ch-1 & 2 Ingredients for Database Recipes (CD) Ch-4 Creating & using professional forms & reports	pp. 226-27 (50 pts) pp. 293 (50 pts)
6/25	Ch-5 PivotTables & PivotCharts (Project proposal due) Ch-6 Data validation techniques	pp. 346 (50 pts) pp. 400-01 (50 pts)
7/2	Q & A, no lecture	pp. 453 (50 pts)
7/9	Ch-7 Advanced queries Ch-8 Get connected	pp. 521 (50 pts) pp. 571 (50 pts)
7/16	Ch-9 Fine-tuning the database Ch-10 Using Macros & SQL in Access	pp. 619 (100 pts)
7/23	Ch-4 & 5 Ingredients for Database Recipes (CD) Ch-6 Ingredients for Database Recipes (CD) Assignment A and B	A (150 pts) & B (100 pts)
7/30	Q & A	Project (200 points)
TOTAL 1000 points		

Important Dates (The wise student will submit assignments earlier than the due date. Life is unpredictable.)

DUE DATES					
ALL work assigned for the week is due by 11 PM on the due date. Includes assignments.					
Wk	Due Date		Wk	Due Date	
6/11	June 17		7/2	N/A	
6/18	June 24		7/9	July 15	
6/25	July 1		7/16	July 22	

Deadline Date for Withdrawal:

Last day to withdraw from CIS 1230: **July 29, 2012**

Deadline Date for Incomplete:

Last day to request an Incomplete in CIS 1230: **July 22, 2012**

Project/Cases Requirements

Total is 1000 points which is made of **one term project (200 points)** involved in planning, designing and building a relational database according to the project guidelines and **assignments (800 points)** according to the course schedule. **Details as follows:**

Chapter 1-10 assignments: 550 points

Assignment A: 150 points

Assignment B: 100 points

Database Project: 200 points

Term project evaluation rubric (200 points)

No hard copy print out is required. A database file of the term project should be sent via e-mail to the instructor. Samples of the term projects are posted on Project Info etc. tab of BlackBoard for review.

Below 59%	60~69%	70~79%	80~89%	90~100%
Item 1 (database proposal) is completed according to the instruction of project guideline.	Item 1 and 2 (UI design) are completed according to the instruction of project guideline.	Item 1, 2 and 3 (maintain database) are completed according to the instruction of project guideline.	Item 2, 3 and 4 (source code) are completed according to the instruction of project guideline.	All four items (Database proposal, UI design, maintain database, and source code) are completed according to the instruction of project guideline.

Chapter assignment evaluation rubric. No hard copy print out is required. A database file (zip it or Outlook will block it) of each assignment should be attached and sent to instructor via e-mail. **No late assignments will be accepted unless the instructor's consent is given in advance.**

Below 59%	60~69%	70~79%	80~89%	90~100%
No item is completed correctly according to the instruction of each case problem.	1/4 of the items are completed correctly according to the instruction of each case problem.	Half of the items are completed correctly according to the instruction of each case problem.	¾ of the items are completed correctly according to the instruction of each case problem.	All items are completed correctly according to the instruction of each case problem.

Project Guideline

- Database proposal:** approved by instructor before the end of the first unit. It should include, but not limited to, tables (including table names, field names, primary and foreign keys of each table, data types and known properties), forms, and reports plus the data source (if known). This is only a draft of your design. At least 1 one-to-many relationship between two tables should be included. A Word, Excel, or any file format can display the above information will be acceptable. Feedback from the instructor on proposal will be provided.
- User interface (UI) design:**
 - Modify startup property to view your Switchboard (either maximum window or fix normal size) first as your program is opened. Change the settings of Ribbon and others in the Access Options.
 - If the security feature (optional) is required the permissions/password need to be included.
- Maintain database:**
 - Minimum two tables are required to show the relationship (one-many).
 - Input Mask is also required if the common input patterns are used.
 - Need to be able to Add/Edit/Delete records from UI
 - Need to be able Search/Filter/Sort records (if needed) from UI
 - Need to be able to Print Reports (summary reports)
 - Either Macros or VBA will be used in coding
- Source Code:** Do not secure your module (VBA code) or provide the password if you secure the project.

On the main form or all forms you need to add this label

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to declare the ownership of copyright. If you need to know how to apply a copyright you may contact instructor or visit copyright office at www.loc.gov/copyright.

Student e-mail Accounts

All COD students are issued e-mail accounts. Go to <http://weblink.cod.edu/login>, sign on using your student number and PIN, then click on Student Personal Information. Your e-mail address will be displayed. Your assigned student e-mail account will be used for all official communications in this course from your instructor.

If you are a first time user of COD student e-mail system, go to the student e-mail system site at <http://prod.campuscruiser.com/cod>, go through the Tutorial to familiar with the system. Please contact the Student Help Desk at 630 942-2999 or via e-mail at studenthelp@dupage.edu (Note that the Student Help Desk will only answer questions regarding use of the student e-mail system and will not be able to assist students with any other issues related to personal computer or assignments.)

Satisfactory/Fail Policy

The S/F grade option and Auditing class are not available and recommended to students in this course.

Incomplete Policy

Incomplete grades will only be issued in the event of extenuating circumstances, such as incapacitating illness, which prevent a student from completing the course. The instructor reserves the right to require evidence of the circumstances in support of a student's request for an incomplete grade.

In order to request an incomplete grade, you must obtain permission from the instructor, satisfy minimum completion requirements (see below), and sign an incomplete contract (scan or reply the e-mail to instructor) by the Deadline Date for Unit 3 (see the schedule section for this date). A minimum amount of completed work will be required to request an incomplete grade.

An "I" grade will be given only when **ALL** of the following conditions are met:

1. The student must sign an Incomplete Contract **on or before** the **Final Deadline Date**. No Incomplete grade will be given until the student signs the Incomplete Contract. The Contract will indicate the work to be completed and the required completion date.
2. The student must complete **week 5 (including assignments), by the due dates, with a passing grade**, in order to receive an incomplete grade.

All incomplete work must be completed by the contracted date. It is the student's responsibility to watch this date carefully. No extensions beyond this date will be given.

If the student does not complete the remaining units by the deadline date specified in the Incomplete Contract, then she/he will receive an "F" grade. Students need to be aware that an "I" grade left on a transcript may be interpreted by other colleges as an "F". It may also affect other aspects of a student's college experience, such as financial aid.

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Withdrawal Policy

If a student chooses to withdraw from the course, she/he may do so without the instructor's permission prior to 8 days after mid-term. Verify the exact deadline date with Registration and Records Office. However, the instructor's permission is needed if she/he decides to withdraw from the course after that date. The instructor must sign a withdrawal form in order for her/him to withdraw. No withdrawals will be given after the Deadline Date or after completing the last assignment.

Any questions or concerns? Please contact the instructor about the necessary arrangements to properly withdraw from the course.

Plagiarism Policy

All work submitted for credit must be completed by the student who is registered for the course. Student found guilty of plagiarism will fail the course and may be excluded from future enrollment at the College of DuPage. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Academic dishonesty includes (but not limited to) the following:

1. receiving assistance on the assignments;
2. submitting assignments prepared, (in whole or in part), by others;

Contact Information

E-mail: liudejan@cod.edu Phone: 630-942-3270 Office: BIC 1713D

Software

Only Microsoft Access 2010 is required to be used in this course. Any other version of Access will not work on this course. Please contact the instructor if you have any questions.