**1. COLLEGE NAME:** City Colleges of Chicago: Harold Washington - Online Learning

Department: BUS/CIS

**2. TITLE & COURSE INFORMATION: Computer Information Systems 145– Introduction to Databases on Microcomputers/ 3 Credit hours**

**PeopleSoft 5-digit code** : 1193\_30645

**3. CONTACT INFORMATION:**

**Instructor:** Anthony Woods

**E-mail:** [awoods53@ccc.edu](mailto:awoods53@ccc.edu)

**Telephone:** 773-291-6588

**Office Hours (live online):**

**Virtual Hours (*live online*):** **Live BB Collaborate Ultra** M-W-TH 4:30pm – 6:00pm.

**Office Hours (In Person - By Appointment)** L408 – Olive Harvey College

**Course Communication:**

Your instructor receives email communications only through your student CCC email account.

**Technical Assistance Help Desk:**

You can obtain technical and computer help desk assistance by contacting Online Learning:

|  |  |
| --- | --- |
| Online Learning  Harold Washington College  30 East Lake Street  Chicago, Il 60601 | **Contact**: <http://www.ccc.edu/help>  **Phone:** 312-553-2600  **Website**: <http://ccc.edu/onlinelearning>  **Hours of Operation:**Mon - Fri   7:00 a.m. - 6:30 p.m. |

**4. COURSE TERM: 16 Weeks** **CREDIT:** 3 credit hours **YEAR:** 2018

**Class Schedule:**

This course is scheduled for **16** weeks. The semester term class dates are from 8/27/2018 through 12/15/2018. Please note the following exceptions:

|  |
| --- |
| **NOTE**:  September 03, 2018 Labor Day Holiday  November 22- 23, 2018 Thanksgiving Holiday |

**5. REQUIRED TEXTS & MATERIALS:**

***Required Course Materials for CIS 145***

This course will require **SAM** from Cengage. **NOTE: You will have several purchase options outlined below, so I advise that you choose the “14-day trial access” when you initially log into SAM before making your purchase choice.**

**Purchase Options - choose the best ONE for you:**

1. **Code: Sam** - **LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader, (6 months) Printed Access Card** 9781337114004, $120 List
2. **Bundle: Pratt/Last** - **Bundle: Shelly Cashman Series® Microsoft® Office 365 & Access 2016: Comprehensive, Loose-leaf Version + LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with...**9781337356220, $166.95 List
3. **Cengage Unlimited Subscription.***With a Cengage Unlimited subscription you get****SAM****and more!***(ISBN*:*9780357700037)**$119.99 List

**What is Cengage Unlimited?**It is a digital subscription service (think Netflix or Apple Music) which can save you a lot of money.  With Cengage Unlimited you can access ANY Cengage materials you are using across ALL of your courses AND a library of 20,000 eBooks, study guides and reference materials.

You also get a free print rental when you activate **SAM.**You’ll pay just $7.99 for shipping. You may also have the option to purchase a loose-leaf version of your textbook for **$47,** which you can keep.  As a bonus, when your subscription ends, you can choose up to six eBooks to retain in your virtual locker for an additional twelve months.

**Required application/materials** –

Students can purchase all course material from Akademos online bookstore: (<http://textbookx.com>)

**6. PREREQUISITES:**

Grade of C or better in CIS 120 OR Consent of Department Chairperson

**7. DELIVERY FORMAT:**

**Web-Based Courses (WW):** This course takes place completely on the Internet through the use of the Blackboard course management system (<http://ccc.blackboard.com>). You are required to purchase textbooks, workbooks, study guides, and/or software. Throughout the semester, log on to the course website to gain access to course content, announcements, homework assignments, and communicate with me. Discussion forums and chat provide a high level of interaction between the class and instructor. You December be required to take exams online, in a proctored setting, at any one of the seven City Colleges of Chicago. Please note that some WW courses December also include mandatory on-campus sessions.

**8. COURSE MEETING TIME/SYNCHRONOUS SESSIONS:**

On three separate days, minimum (e.g. two weeks after the semester begins and before the midterm and final exam periods), we will meet as a class (i.e. all at the same time) using Blackboard Collaborate. Specific dates and times are posted below in the Announcements section of Blackboard. For those who are unable to participate, special arrangements will be made please contact the instructor prior to these sessions regarding this option. (The instructor can also state how this will occur such as a posted transcript of a chat session).

|  |  |  |
| --- | --- | --- |
| Synchronous sessions can be accessed from the Blackboard Learn menu at **Course Tools** -> **Blackboard Collaborate**. If the session dates and times are changed, further information will be posted in the **Announcement** section. | | |
|  |  |  |
| **Session Type** | **Session Date** | **Session Time** |
| Course Introduction | Monday 8/27/2018 | 5:00pm-6:00pm |
| Midterm Review | Monday 10/8/2018 | 5:00pm-6:00pm |
| Final Project Discussion | Monday 12/3/2018 | 5:00pm-6:00pm |
|  | | |
|  |  |  |

**Option 1 (Proctored Exams)** - This course has (1 ) proctored exam, which can be taken from 10/15/2018 *until 10/22/2018.* Students are required to sign up for their proctored exams through the online scheduling system Time Trade at <http://my.ccc.edu>.

**9. CATALOG DESCRIPTION:**

In-depth concepts of database as they apply to microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the rational models. Writing assignments, as appropriate to the discipline, are part of the course. Allowed Repeatable Course: Not more than three credit hours will be counted towards the CIS/IT degree requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Departments Chairperson.

**10. COURSE OBJECTIVES:**

This course covers:

1. The computer hardware, networks, and database management systems to organize business data, query data and format a report.  
2. The concepts of digital data, digital devices in operation, and other database management programs.  
3. The creation of forms using form tools.  
4. The creation of reports using report tools.

**11. EXPECTED STUDENT LEARNING OUTCOMES:**   

Upon successful completion of the course the student will be able to:

• Create a database management program.   
• Navigate among the objects in an Access database.   
• Identify the difference between working in storage and memory.   
• Practice good database file management.   
• Back up, compact, and repair Access files.   
• Learn to use a database management system (DBMS) commonly encountered on single user and networked microcomputers to solve business problems.   
• Develop a database including tables, queries, forms, and reports.   
• Organize large amounts of information in a useful manner.  
• Describe underlying database theories and concepts.

**12. FEDERAL AND STATE STATUE AND MANDATES**:

**Americans with Disabilities Act (ADA)**

City Colleges of Chicago abide by the Americans with Disability Act and with Section 504 of the Rehabilitation Act of 1973 and will provide reasonable accommodations to students with disabilities covered by these laws.  If you have a disability for which you December require accommodations, please contact the Disability Access Center located in room 107 or call (312) *553-3050.*

[*http://www.ada.gov/pubs/adastatute08.htm*](http://www.ada.gov/pubs/adastatute08.htm)

**Family Educational Rights and Privacy Act (FERPA)**

[*http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html*](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

**Section 504, Rehabilitation Act of 1973:** [*http://www.dol.gov/oasam/regs/statutes/sec504.htm*](http://www.dol.gov/oasam/regs/statutes/sec504.htm)

**13. COURSE POLICY:**

**NSW – No-Show Withdrawal:** Students enrolled in online courses will be issued a no-show withdrawal (NSW) if they fail to log-on to the Blackboard website and enter into the course content areas (in each course in which they are registered) at least once on two different days within the first week.

ADW – Administrative Withdrawal: Students enrolled in online courses who are not actively pursuing the course at midterm will be withdrawn from the course and issued a grade of ADW. Active pursuit should be measured by the Blackboard (Bb) Course Statistics such as log in frequency, Gradebook, Discussion Board, electronic submission of assignments, and online assessments.

The ADW process for online students begins on the midterm grade submission date and ends on the last day for student initiated withdrawal date for the current semester.

**Note**: a student who logs into Blackboard or another e-learning platform and engages in no other activities has NOT completed an academically related activity. That is, merely logging in to an online course does not constitute an academically related activity.

**Active Pursuit Policy:**

“Students who are **not** actively pursuing the course at midterm December be administratively withdrawn from the course and receive an “**ADW**” on their transcript. Active pursuit is the completion of assignments, in-class-projects and general activities of the class, as well as maintaining attendance that allows you the opportunity to effectively succeed in the course.”

“Students are not meeting the criteria for active pursuit if they have missed more than 50% of the coursework and 50% of the classes prior to the end of the 7th week of class.”

**Late Assignments and Exams**

Except in the case of documented personal or medical hardship, subject to Instructor review or discretion, here are no make-up exams. If you arrive late to an exam, you will not be allotted additional time to complete the exam.”

“Please note assignments not received by midnight of the date indicated will not receive full credit. 

* This is not a self-paced course. The course is developed based on the idea that all students will do the work by the time indicated so they can progress to the next task.

**Classroom Policies**

“Students who are disrespectful or offensive to the instructor or any member of the online course will first be addressed by the instructor. If there are no improvements, students will be referred promptly for disciplinary action. Please consult your student policy manual for more details.

Page 66 - Student Policy Manual

<http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_Nov_Student_Policy_Manual_APPROVED.pdf>

*Academic and Student Policy 8.18* - <http://www.ccc.edu/menu/Pages/Policies.aspx>

**Academic Dishonesty:**

For the first plagiarism offense, the student receives a warning and a zero (0) or F for the assignment with a follow-up discussion with the instructor. On the second plagiarism offense the student receives an F in the course.

Page 65 - Student Policy Manual

“Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student’s paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing another’s ideas as one’s own. In individual cases of academic dishonesty, sanctions December range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor.

“Additional sanctions December be imposed up to and including dismissal from the City Colleges of Chicago when circumstances warrant it and/or the revocation of a previously awarded degree or certificate.”

**14. METHODS OF EVALUATION:**

* **Participation, Discussion Forum:** You will participate in several Discussion Forums in Blackboard. Assignments will include explanatory answers to chapter topics and responses to and from fellow students.
* **Online Quizzes & Midterm Exam:** You will take online tests consisting of True/False, Multiple choice, fill-in-the-blank, and short answer questions.

* **Projects:** You will create projects of various sorts in MS ACCESS 2016.

**Citation and References:**

You must cite your sources on any material that you choose to quote or reference. You must also cite your source on the articles that you present in your course papers. You can choose to use either MLA or APA style for citation and references, or you December use some other style. I have provided the following examples.

**The Owl at Purdue University: APA Formatting and Style Guide** [**http://owl.english.purdue.edu/owl/resource/560/18/**](http://owl.english.purdue.edu/owl/reso)

**The Owl at Purdue University: MLA Formatting and Style Guide** [**http://owl.english.purdue.edu/owl/resource/747/01/**](http://owl.english.purdue.edu/owl/resource/747/01/)

**15. GRADING CRITERIA:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Activities** | **Number of**  **Activities** | **Points for each activity** | **Total**  **Points** |
| Introduction, Syllabus Signoff | 2 | 5 points each | 10 |
| Discussions | 10 | 10 | 100 |
| SAM Projects, for Chapters 1,3,5,7,9 | 5 | 100 | 500 |
| Final Project Chapter 10 In SAM | 1 | 100 | 100 |
| Midterm Exam covering Chapters 1-5 | 1 | 100 | 100 |
| ***Quizzes*** | 6 | 30 | 180 |
| BB Collaborative Sessions(3) | 3 | 10 | 30 |
| Total Possible Points |  |  | 1020 |
| Total Needed |  |  | 880 |

***Grade Scale:***

880 or > = A

780 - 879 = B

680 - 779 = C

580 -679 = D

579 or < = F

**Qualitative**

**A** – You went beyond expectations in completing the coursework and challenged yourself along the way. Your work shows a conceptual understanding as well as a practical application of what we covered in class. Throughout the term you participated regularly and constructively in discussions and group work.

**B** – It’s clear that you successfully tackled the conceptual challenge of the coursework and that you had a handle on practical application of skills with a few weaknesses – let’s just call it a lack of follow through as opposed to not actually understanding. Throughout most of the term you participated constructively in discussions and group work.

**C** – Either you didn’t fully understand the concepts covered in the course or you didn’t focus enough to demonstrate what you had learned. Your work showed an initial effort, but did not develop beyond a functional understanding of the material. Your participation in discussions and group work was inconsistent and did not help move the class material forward.

**D** – There is little evidence that you understand the course content in any regard, due in part to a lack of work being completed. Work turned in shows very little effort aside from the challenge of the course material. You participated minimally and unproductively, if at all, in discussions and group work.

**F** – The simplest expectations aren’t met and you’ve made little or no attempt to apply what we’ve covered in class to any coursework, if it was turned in at all. There is a clear lack of any effort and interest in the course.

**16. COURSE READINGS & ASSIGNMENTS OUTLINE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Topics & Reading** | **Assignments** | **Due dates** |
| **1-2.Introduction,**  **Syllabus Signoff,**  **Time trade Scheduling of Midterm Proctored Exam.**  **Chapters 1, 2 Readings.**  **BB Collaborate Session, (1st).**  **8/27/2018** | **Chapters 1, 2 Readings** | Assignment in SAM. Chapter 1 Project.  Introduction Due by 9/8/2018  Chapters 1, 2 Discussions in BB.  Chapters 1 **Quiz in SAM**  **BB Collaborate Session, (1st).**  **8/27/2018** | All due by  9/8/2018 Except Introduction. |
| **3. Chapter 3 Readings.** | **Chapter 2,3 Readings** | Assignment in SAM. Chapter 3 Project.  Chapter 2, 3 Discussions in BB.  Chapter 3 **Quiz in SAM** | All due by  9/22/2018 |
| **4. Chapter 4 Reading.** | **Chapter 4,5 Readings** | Assignment in SAM.  Chapter 4 Discussions in BB. |  |
| **5.**  **Chapter 5 Reading.** | **Chapter 4,5 Readings** | Assignment in SAM. Chapter 5 Project.  Chapters 4, 5 Discussions in BB.  Chapter 5 **Quiz in SAM** | All due by  10/6/2018 |
| **6.**  **Chapter 6 Readings.** | **Chapter 6 Readings** | Assignment in SAM.  Chapters 6 Discussions in BB.  Chapters 6 **Quiz in SAM** |  |
|  |  |  |  |
| **7.**  **BB Collaborate Session, (2nd).**  **10/8/2018** |  |  |  |
| **8. Midterm Exam. Chapters 1-5.** | **Chapters 1-5 Readings**  **10/15/2018-10/22/2018** | Midterm Exam  **10/15/2018-10/22/2018** | Last Day to take Midterm  10/22/2018 |
| **9.**  **Chapter 7 Readings.** | **Chapter 6,7 Readings** | Assignment in SAM. Chapter 7 Project.  Chapter 6, 7 Discussions in BB.  Chapter 7 **Quiz in SAM** | All due by  10/27/2018 |
|  |  |  |  |
| **10-12.**  **Chapter 8 Readings.** | **Chapter 8 Readings** | Assignment in SAM.  Chapter 8 Discussions in BB.  Chapters 8 **Quiz in SAM** | Chapter 8 due by  11/10/2018 |
|  |  |  |  |
| **13-14. Chapter 9 Readings.** | **Chapter 8,9 Readings** | Assignment in SAM. Chapter 9 Project.  Chapters 8, 9 Discussions in BB.  Chapters 9 **Quiz in SAM**  Assignment in SAM. Chapter 10 Project Assigned. | Chapter 9 due by  11/24/2018 |
| **14. BB Collaborate**  **Session, (3rd, Last).**  **10/3/2018** |  |  | **10/3/2018** |
| **15. Chapter 10.** | **Chapter 9,10 Readings** | Chapter 9, 10 Discussions in BB.  Chapter 10 **Quiz in SAM** | Due by  12/15/2018 |
| **16.**  **Fall 2018 semester**  **ends Dec. 15**  **Final grades due December 15th** | **Readings Chapters 6-10 for Final Project.** | **Readings 6-10.**  **Assignment in SAM. Chapter 10 Project.** | **Chapter 10 project assignment due by 12/15/2018.** |

COMMENTS: **Have Fun Learning**

**Employees in the business world are expected to be at work promptly each day; therefore, students in business classes are expected to be in class promptly each day**

“Teaching doesn’t begin with the first day of class… and learning doesn’t end with the final grade.”