

Course Information

Course title:	Introduction to Microcomputer Databases
Course number:	CIS 108
Course description:	The introductory course is designed to acquaint the student with the use of a Windows-based database management system to solve problems. In addition to providing the student with a working knowledge of the basic and advanced capabilities of a Windows database management system, the student will be exposed to the use of problem-solving techniques for situations in which database management solutions are appropriate.
Course dates:	August 18, 2008 to December 10, 2008
Prerequisite(s):	Sauk Valley Community College CIS 109 or consent of instructor

Textbooks

Required reading:	<i>Microsoft Office Access 2007 Illustrated Introductory</i> Lisa Friedrichsen, Course Technology, 1-4239-0518-0
-------------------	---

Course Requirements

Introduction:	You will have the most success in this class if, in addition to reading the text and completing the directed exercises, you review the material in the Course Content folder, and complete and assess the homework before completing assignments and tests.
Requirements:	Access to a computer with a connection to the internet, and access to a copy of Microsoft Access 2007. Microsoft Works databases are NOT acceptable. You will need access to a word processor (such as Microsoft Word). You will need temporary storage media, such as a flash drive (recommended) or 2 3.5" floppy disks.

Course Outcomes

Upon completing this course, the student will be able to: • Plan and create a database • Create a form • Manage data • Create a report • Modify a database structure • Create multiple table queries • Develop forms with subforms • Create complex reports

Assessment of Outcomes

Outcomes will be assessed through the use of objective tests, lab projects, case studies, and a final, comprehensive project incorporating material learned in class.

Policies

ASSIGNMENTS/TESTS: Assignments are due **on or before the due date** indicated. Quizzes and tests must be completed **on or before the due date**. **Late submissions will not be accepted.**

Expectations

Course access: Students should log into the course 2-3 times per week. **At each log in, check for new announcements, new discussion posts, and new email.**

Instructor response: Every effort will be made to respond to course email within 24 hours

Instructor Contact Information, Office Hours, Policies, Grading Scale

Instructor Information

Name: Val Wittman
Email: val.wittman@svcc.edu
Office location: 2E15
Phone: 815-288-5511 x388

Instant Messenger ID Information You may send me instant messages by using Blackboard's "Who's Online" tool.

Office Hours

	Monday	Tuesday	Wednesday	Thursday
Start	12:30 PM	11:15 AM	1:15 PM	11:30 AM
End	1:30 PM	12:30 PM	1:30 PM	12:30 PM
Start	7:00 PM			
End	8:30 PM			
	ONLINE			

Policies

METHOD OF EVALUATION: Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students' work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at SVCC is appreciated.

PRIVACY: The College policy on student records complies with the "Family Educational Rights and Privacy Act". This Act is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services, Ext. 271.

DISABILITY: If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to inform your instructor. Reasonable accommodations will be made after verification from the Student Needs Coordinator's Office located in Room 1G24, or by calling extension 246.

GRADE OF INCOMPLETE: If a student is unable to complete the final project in the assigned time frame, it is his/her responsibility to inform the instructor prior to the scheduled examination time. When a student is unable to appear for a final exam and has properly informed his/her instructor, the student may be assigned an "I" as a grade in that course. An incomplete grade will be changed by the Office of Admissions and Records to an "F" after one semester if the required course work has not been completed.

Grading Scale

Percentage	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
<60	F