**Course Information**

Course title: Introduction to Microcomputer Databases  
Course number: CIS 108ti  
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: January 10, 2011 to May 11, 2011  
Prerequisite(s): Sauk Valley Community College CIS 109 or consent of instructor

**Textbooks**


**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: Computer with a connection to the internet, and a copy of Microsoft Access 2010. 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. Students are expected to take the initiative to become familiar with the Blackboard environment in which the course is hosted, and will be given materials to do so.

**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.

**Coursework Policies**

It is expected that work you submit is your own. Submitting the work of others, or getting substantial assistance on assignments or tests, is considered cheating. Students may be subject to a grade of "F" for the course, referral to the college discipline committee, or other sanctions as outlined in the Student Code of Conduct (link supplied). http://www.svcc.edu/InfoMenu/about/policies/conduct.html Please familiarize yourself with these 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. Except for the grace period outlined below, late submissions will not be accepted.

GRACE PERIOD: While it is expected that students will remain on task with due dates, legitimate, unforeseen circumstances do occasionally arise that may prevent a student from submitting work on time. Therefore, each student is allowed ONE 24-hour grace period to submit a project or assignment late. Use this single grace period wisely; once it’s gone, you will not be granted another. The grace period may not be used for presentations or final exams. Information on how to make use of your single grace period will be posted on Blackboard.

**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, new assignments, new tests, 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: Blackboard e-mail preferred. (Secondary email: val.wittman@svcc.edu)
Office location: 2E15
Phone: 815-835-6388 or 815-288-5511 x388
Online: Contact me during online office hours by using the Who’s Online feature within Blackboard.

Office Hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>2E15</td>
<td>Tuesday</td>
<td>9:00 AM</td>
<td>9:15 AM</td>
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<tr>
<td>2E15</td>
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<tr>
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Policies

WITHDRAWING FROM CLASS: If you choose to withdraw from class, you must contact the instructor and complete the necessary paperwork provided by Admissions and Records. Failing to attend class, or failure to log in on a regular basis DOES NOT constitute student-initiated withdrawal, and a grade of “F” may be awarded. Exception: Failure to log in for two consecutive weeks, or failure to attend class for two consecutive weeks PRIOR TO MID-TERM will result in instructor-initiated withdrawal. After mid-term, all withdrawals must be student-initiated and are subject to the approval of the instructor. Unless there are highly unusual circumstances, no withdraw slips will be accepted or signed after the college-established date of last withdraw.

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 1G4, or by calling extension 246.

GRADE OF INCOMPLETE: If a student is unable to complete the final exam requirements 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

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<tr>
<th>Percentage</th>
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<tbody>
<tr>
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<tr>
<td>80-89.9</td>
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<tr>
<td>70-79.9</td>
<td>C</td>
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<tr>
<td>60-69.9</td>
<td>D</td>
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<tr>
<td>&lt;60</td>
<td>F</td>
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