American River College

CISA 320 Introduction to Database Management

Online Course Syllabus

2nd Eight Weeks Spring 2012

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Class Details:

Name: CISA 320 Introduction to Database Management [Access 2010]

Syllabus for 2 online CISA 320 2nd 8 weeks sessions

Numbers: 10981 & 11239

Term: Mar 13 through May 10, 2012

Location and meeting times:

Online courses Orientation & all labs are 100% via the Internet

Online Class: **Mandatory Online Orientation**: Mar 6 – Mar 13 via Moodle & SimNet. Students who fail to complete the Orientation and enroll in SimNet by 11:55pm on Mar 13, 2012 will be dropped from the roll so wait list students can be added.

Hybrid Classes must attend the first class meeting and complete the Orientation during the first session including the purchase of SimNet.

Required Materials: Microsoft Access version 2010, Windows based computer system with an Internet connection and browser, email client, word processor, Adobe Reader and permanent file storage sufficient to store class work. (CIS Computer Lab provides free use of the required hardware & software with the exception of the electronic text SimNet.)

All students must purchase – SimNet for Microsoft Office 2010 the required text for this course. Click the URL for details on the electronic textbook.

http://www.someprofs.org/~dlarabee/TEMP/SimNet.pdf

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Policies:

Independent Work Policy: Labs, Projects, Tasks, Assignments and Exams are designed to measure the progress of individual students. Collaborative work in groups of two or more is prohibited unless the instructions specifically state otherwise.

A student must not copy another student's work or import work from

another student. Do not allow another student to copy your work. Your work must be independent – Failure to work independently will result in all violators' grades being reduced to zero for that lab, project, task, assignment or exam. Second offense of this policy will be referred to the Area Dean for administrative action.

Online Testing Privilege: Participation in online examinations is a privilege. When a student submits a lab, project, task, assignment, or exam that appears to violate the independent work policy, the instructor retains the right to revoke the online exam privilege and direct the student to the American River College Computer Science Lab 152 for on-site testing.

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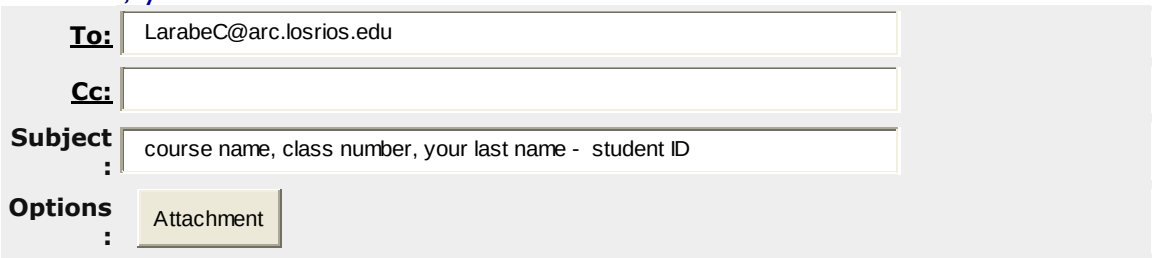
Student Communication:

Activate iMail: Every student is assigned an **iMail** account at the time of enrollment. Please go to https://imail.losrios.edu/newstudent/ to activate your iMail (**iMail** replaces ARC.ZIP email)

Student iMail Accounts: All class messages will be sent to the iMail address by default. Students may use the forwarding options in iMail or eService Profile option to forward iMail to a personal account. Students may also provide a personal address to the Moodle profile.

The preferred method of communication is eMail (**iMail**). When sending a message, the SUBJECT line should include the course name, class number, your last name and student ID.



Example: CISA 320, 10809, Jones, 0123456

Subject: CISA 320 ONLINE Typically students find email sufficient but you may check my office hours at the URL below or arrange a special meeting if necessary.

ARC Resources: ARC's CIS Lab room 152 – every system supports all software requirements for this class. The lab is available to any enrolled student. Current session hours may be viewed at URL:

http://web.arc.losrios.edu/~csit/lab.html

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Professor Information:

Professor: [Charles] Dave Larabee

Office Location: Main ARC Campus, Liberal Arts 133 office 22

Office Hours: View scheduled office hours at URL: http://www.someprofs.org/~dlarabee/TEMP/Office.pdf

Web Site: http://www.someprofs.org/~dlarabee/

eMail: LarabeC@arc.losrios.edu

Phone: 916-484-8485

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Course Details:

Catalog Name: CISA 320 Introduction to Database Management

Prerequisite: None

Advisory: CISC 300 and touch-typing (Experience indicates these are minimum skills for success)

Transfer Credit: CSU 1 semester unit

Hours: 9 hours LEC; 27 hours LAB

Course Hours: This course introduces the use of database management programs on the microcomputer. It includes designing a database; storing, searching, and updating files; and designing and producing printed reports. It may be taken four times for credit on a different software package or version

Student Learning Outcomes

- describe basic database functions, such as developing a query, and sorting, searching, filtering, and calculating data
- produce database structures and types
- design and create database tables, queries, joins, forms, and reports
- use database functions, such as filing, retrieving, updating, and calculating Top

Grade & Attendance Policies:

Attendance Requirements: ARC attendance policy for a traditional class states: Students can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. For Online and Hybrid courses the submission of weekly assignments and communications with the instructor will be used as the measurement of attendance. **Students who fail to submit assignments (or any communication, e.g., email or voice mail) for one week, may be dropped from the class.**

Drops: Students unable to complete the course are responsible for notifying the Records Office of their withdrawal. Failure to formally drop the course will result in a final grade of "F". Last day to drop with a "W" notation is April 25, 2012.
http://www.losrios.edu/lrc/lrc_startend_spring.php

Evaluation:

Student performance and mastery of the material will be measured by completion of SimNet evaluations, submission of hands-on labs and a Final Exam.

SimNet for Microsoft Office 2010

SimNet's lessons provide multimedia course content using the 'Teach Me', 'Show Me', 'Let Me Try' format. Students will be assigned 4 lessons and 4 post lesson exams.

All exams must be completed timely. Late submittals of exams will not be permitted.

Hands-on Labs: Detailed instructions will be provided to guide students in the creation of applications that relate to the course learning outcomes. Each timely submitted lab is worth a maximum of 60 points.

Timely completion of labs is highly encouraged and the following late penalty scale will apply to late lab submittals.

Lab Submittal Maximum Values:

			Maximun value for completely accurate submittal					
Ontime			50	60	75	100	125	150
Late by but Less than		Penalty						
1 minute	24 Hours	20%	40	48	60	80	100	120
24 Hours	48 Hours	40%	30	36	45	60	75	90
48 Hours	72 Hours	60%	20	24	30	40	50	60
72 Hours	96 Hours	80%	10	12	15	20	25	30
96 Hours	N/A	100%	-	-	-	-	-	-

A comprehensive Final Exam will be administered on Thursday May 10, This is a 3 hour online event. The exam will be available from 10 AM until 11:55 PM on May 10 and the time will start when the student opens the database. The time will stop when the exam is uploaded. A penalty of 25 points plus 1 point for each minute past the 3 hours will apply to overtime finals. Example: an exam that is submitted 3 hours and 14 minutes after opening will be assessed a penalty of 39 points. 25 +(14 x 1) = 39

Deliverable	Number	Max Value	Totals
SimNet Evaluations	4	60	240
Instructor Labs	3	60	180
Final Exam	1	140	140
		Max Possible	560
		Drop Lowest Lab or SimNet	- 60
		Total Points	500

The lowest score of the SimNet and Labs will be dropped.

Dropping the lowest score allows students to miss an item or perform poorly on one item and still earn an excellent grade.

The Student's total points will be used to assign a class grade.

Grade Scale:

A	B	C	D	F
=>90%	80%-89%	70%-79%	60%-69%	<60%
500 - 450	449 - 400	399 - 350	349 - 300	299 - 000

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Assignments:

Mandatory Online Orientation:

Online class:

All enrolled online students must complete the Orientation by 11:55 PM on Saturday Mar 13, 2012 to retain their position in the class. On Sunday, Mar 14, 2012 wait list students will be issued permission numbers until the class maximum is reached.

Class Organization: This class uses the Moodle Course Management System for all assignments and communication. Assignments and activities are listed by week. Study Guides and Labs are controlled by this system. This course DOES NOT use Desire to Learn (D2L).

An individual Moodle account was established during the Orientation process and every student is required to logon to Moodle weekly to complete and submit the class deliverables.

Weekly commentaries will be provided via Moodle to assist students in mastery of the text material.

SimNet for Microsoft Office 2010

Students must purchase a SimNet license and use this product for assigned lessons and exams. Four SimNet GRADED Exams must be completed by the published deadline - no late Exam will be accepted. . A detailed schedule with calendar deadlines is available at the Moodle homepage.

Instructor Labs: Three lab assignments with detailed instructions will require the hands-on construction and linking of various Access objects. The labs will measure a student's comprehension and mastery of the

techniques and concepts presented. Lab instructions will be available on the class Moodle site. Timely submission is highly encouraged and no submissions will be accepted after final class session. See penalty of late labs on page 5. (Click to view Late Penalty Matrix)

Comprehensive Final Exam A timed exam will cover the following tasks. Using the course programming standards the student will:

- Construct table(s)
- Import external data
- Construct queries
- Construct form(s)
- Construct report(s)
- Configure database setting

Typical week study plan:

- Receive a weekly commentary on the current topic
- Attend lecture and demonstration – optional
- Complete the assigned SimNet lesson
- Complete the assigned SimNet evaluation
- Complete assigned Lab

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Calendar: A detailed calendar of class meetings and assignment deadlines is available in the Moodle course management system. All enrolled students are provided a Moodle User Name and Password prior to the first class meeting. Please check your iMail account for this message five days prior to first day of class.

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Caveat: The professor reserves the right to change details of this course syllabus with a minimum of advance notice. Top