



American River College

Computer Information Science Application 321
Intermediate Database Management
Hybrid Course Syllabus
2nd Eight Weeks Spring 2010

Table of Contents:	Assignments	Calendar	Class	Course
	Grade	Policy	Professor	Communication
Class Details:	<p>Name: CISA 321 Intermediate Database Management [Access 2007] Number: 26099 Term: Spring: 2nd 8 weeks Mar 17 – May 14 Location: ARC Main Campus Liberal Arts Lab 126 Meetings: Moodle Course Management only - no in person sessions Required Materials: Microsoft Access version 2007, Windows based computer system with an Internet connection and browser, email client, word processor and Adobe Reader, permanent file storage sufficient to store class work - 256 MB recommended. Required Textbook: Benchmark Series: Microsoft Access 2007 Level 2 Author: RUTKOSKY ISBN: 978-0-76383-003-8 Publisher: EMC Paradigm Top</p>			
Policies:	<p>Independent Work Policy: Labs, Projects, Task, 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. All violations 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. Top</p>			
Student Communication:	<p>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)</p> <p>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.</p> <p>The preferred method of communication is eMail (iMail). When sending a message the SUBJECT line should include the course name, class number and</p>			

	<p>your name. Example: Subject: CISA 340 & the days the class meets Your name must be included with the message. Typically students find email sufficient but you may check my office hours at the URL below or arrange a special meeting if necessary.</p> <p>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. Fall session hours may be viewed at URL: http://web.arc.losrios.edu/~csit/lab.html</p>
<p>Professor Information:</p>	<p>Professor: [Charles] Dave Larabee Office Location: Main ARC Campus, Liberal Arts 133 office 12 Office Hours: Vary with schedule view current 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</p> <p style="text-align: right;">Top</p>
<p>Course Details:</p>	<p>Catalog Name: CISA 321 Intermediate Database Management Prerequisite: None Advisory: CISC 300 and touch-typing (Experience indicates these are minimum skills for success) Transfer Credit: CSU 1 semester unit Course Hours: Eighteen hours of lecture and eighteen hours of laboratory Catalog Description: This course continues the study of microcomputer database with emphasis on advanced principles of database design, reporting, application building, and utilization of files created using other software The course may be repeated twice on a different software package or version. AA/AS area D2.</p> <p>LEARNING OUTCOMES AND OBJECTIVES:</p> <p><i>UPON COMPLETION OF THIS COURSE, THE STUDENT WILL BE ABLE TO:</i></p> <ul style="list-style-type: none"> • demonstrate advanced skills needed in developing a database • create advanced reports using a database • demonstrate advanced application building using a database • develop procedures using Visual Basic for Applications • develop queries using Structured Query Language • develop security measures for Database Applications <p style="text-align: right;">Top</p>
<p>Grade Policies:</p>	<p>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 that fail to submit assignments (or any communication, e.g., email or voice mail) for two (2)</p>

consecutive weeks, 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 28, 2010** <http://www.arc.losrios.edu/calendar.htm#fall>

Evaluation:

Method	Number	Max Value	Totals
OE Post Test # 5*	1	50	50
Labs **	1	150	150
Projects ***			300
		Max Points	500

Grade Scale:

A	B	C	D	F
500 - 450	449 - 400	399 - 350	349 - 300	299 - 000

* **No Makeup of missed or late OnlineExpert Post Test is available**

** **Late Penalty:** A 50 point penalty applies a late lab submissions

*** **Late Projects** will be reduced by 50% of original value

Absolute Deadline: No work accepted after the Final class meeting

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Assignments:

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 Blackboard.

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. The class covers the four sections of the text associated with the office product under study.

OnlineExpert: All enrolled students receive free access to ARC's OnlineExpert training system. Students will receive an iMail with USER and Password information. Four OnlineExpert Sessions will cover the fundamental of MS Access 2007.

OnlineExpert training is organized as follows:	
Label	Comments
Topic	Access 2007
Sessions	There are 5 this course assigns # 5
Pre Test	Optional (no credit)
Training	Required video training (earn online time points)
Labs	Not recommended (no credit)
Post Test	Deadline specific required (points)

Students will be graded for **Training Time** and **Post Test** only.

Training Time Points: (Maximum 50 for class at .1 per minute)

Time points earned for the OnlineExpert training are based on the time in training prior to May 11. The total time will be multiplied by .1 to a maximum of 50 points.

Examples:

Total time recorded on User Log	Points Earned
5 hours 40 minutes (340 min)	34 Points (340 X .1)
9 hours 10 minutes (430 min)	50 Points (limited to 50 max)

Post Test Points: (Maximum of 50 per Post Test)

Session 5 Post Test will be assigned with absolute deadlines for completion.

Post Test scoring standard:

Student **may take Post Test an unlimited number of times** prior to the deadline and only the **HIGHEST score** will be recorded.

Must be completed timely

OnlineExpert score of 80% or greater = 50 point (maximum possible)

OnlineExpert scores less the 80% will be multiplied by 50 to calculate the point earned. Examples:

OnlineExpert Best Post Test Score	Points Earned
93 % on time	50
80 % on time	50
64% on time	32
91 % late	0


<http://www.someprofs.org/~dlarabee/Syllabi/OnlineExpert.pdf>

Labs: One Lab assignments with detailed instructions will require the hand-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. Late lab submissions will be accepted until the 11:55 PM on the final exam day. Late submission penalty is 50 points.

Projects: Several projects will be assigned and will require students to apply their Access and relational database techniques and skills to practical small database applications. The point value for projects will vary between 50 and 150 points and will be established based on the degree of difficulty. Late projects will be assessed a 50% late penalty. Example: if a project is worth 100 point a penalty of 50 points will be applied to a late submission.

Typical week study plan:

- Receive a weekly commentary on the current topic
- Review the PowerPoint & OnlineExpert associated with the topic
- Read the text material and complete the textbook exercises
- Complete OnlineExpert Post_Test or submit Instructor Lab

	<p>Eight chapters of material from the textbook will be covered. The text comes with a CD and the materials are also available on the web site. http://www.emcp.com/college_resource_centers/index.php?GroupID=8282</p> <p style="text-align: right;"><u>Top</u></p>
Calendar:	<p>A comprehensive 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</p> <p>Mandatory First Class Meeting: Wednesday Mar 17 @ 6 PM Final Class Meeting: Wednesday May 13, 2010 @ 6 PM Absolute Deadline: All assignments and labs must be submitted by the end of the final class meeting</p> <p style="text-align: right;"><u>Top</u></p>
Caveat: 	<p>The professor reserves the right to change any of the details of this course syllabus with a minimum of advance notice</p> <p style="text-align: right;"><u>Top</u></p>