

## Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: CIS 104 - Microcomputer Database

Number of credits: 3 credits

Course Description: Acquaints students with database design including data entry, storage and retrieval. Prerequisites: none, but previous computer knowledge is preferred.

Pre-/Co-requisites: None

Course Objectives:

- Create and manage information using computer technology
- Organize, distribute, and store information using database software
- Apply concepts learned to independent challenge problems
- Interpret and synthesize information resulting in solutions to problems
- Demonstrate a working knowledge of database software
- Integrate database records with other business documents correctly and accurately

Instructor: Mrs. Kayla O'Toole

Office: Thatcher Hall, Room 203

Office Hours: Virtual Office Hours: 10:00-10:50 AM on Tuesday or 2:00-2:50 AM on Wednesday or by arrangement

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Lecture/Lab Schedule: Online

Textbook(s): Go! With Microsoft Office 365, Access 2019 Comprehensive/Gaskin/Graviett/Pearson / ISBN-13: 9780135442043/ Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests. Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use your phone or tablet to take this class.

### Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

### Tentative Course Outline:

- Microsoft Office Features and Windows 10 File Management
- Getting Started with Microsoft Access 2019
- Sort and Query a Database
- Forms, Filters, and Reports
- Enhancing Tables
- Enhancing Queries
- Customizing Forms and Reports
- Creating Advanced Forms and Reports
- Creating Macros
- Integrating Access with Other Applications
- Administering Databases and Writing SQL Statements

General Education Competency/Goal: Not Applicable

Relationship to Campus Theme: The student will be able to create Microsoft Access databases for situations in everyday life that will pertain to their field of interest, may it be nature, business, health, or science. Databases will be created to store data, run queries, use forms, and to create reports. The Microsoft Access software is a great tool to learn since this technology can be used in a multitude of situations. The projects within the course allow students to create their own functional database to get a hands-on learning experience.

### Classroom Policies:

- Students are required to complete all class activities.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted in Blackboard.
- Assignments that are late will have points deducted accordingly.
- Incompletes are handled according to the campus policy.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one

recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:** Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

- Students will receive no credit for work that fails to meet standards of academic integrity.
- If a person participates in academic dishonesty more than once, the result will be an F for the course.
- The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

**Disabilities and Special Needs:** Eligible students with disabilities are entitled to reasonable accommodations that allow access to education and services. The Disability Services Coordinator at DCB is Jackie Migler and she can be reached at 701-228-5672.