

# Comprehensive Access

## CSD-1210-170



Fall 2022

August 15 – December 14, 2022

Monday & Wednesday

1:00 – 1:50pm, Lecture, CTC-209

2:00 – 2:50pm, Laboratory, CTC-209

**Professor:** Mr. Chris Jauch

**Website:** [www.ivcc.edu/jauch](http://www.ivcc.edu/jauch)

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### COURSE DESCRIPTION:

In this comprehensive course in Microsoft Access, student will learn basic through advanced database topics to create and maintain databases. Tables, Fields, Relationships, Queries, Forms, Reports, Switchboards, and SQL will be covered.

**PREREQUISITE:** CSP-1203 or CSI-1002

### REQUIRED TEXTBOOK:

The course uses an e-book for readings, lab, practices, and homework. The e-book is required; however, you also have the option to purchase a loose-leaf version of the text in the IVCC bookstore.

### ADDITIONAL MATERIALS AND EQUIPMENT

Students will need Microsoft Office 365/2019 or have access to a computer with Microsoft Office 365/2019 Professional (Word, Excel, Access, and PowerPoint), web and IVCC Eagle email access. Illinois Valley Community College offers Office 365 ProPlus free to IVCC students enrolled in a college credit course. Students receive access to fully installed Office applications: Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, and others when installed on the Windows Operating System. **The MAC VERSION DOES NOT INCLUDE ACCESS.** After logging into your Office 365 Outlook account, click on the app launcher in the upper left corner, select Office 365, then select install Office 365. **Students will need to use the desktop version to complete the Projects assignments in SIMnet due to the limited functionality of the web and app versions.** Need assistance? Contact the [Student Help Desk](#), 815.224.0318 or [shd@ivcc.edu](mailto:shd@ivcc.edu). You can use this [link](#) if you need help with your IVCC Student email, and go to the section titled 'To Install the Office 365 Apps on Your Own Device'. From there, you can click on the link to get instructions from Microsoft, **Download and Install Office 365**. You cannot use other versions of the software such as 2007, 2010, or 2013, as they do not contain all the necessary features.

### BLACKBOARD ACCESS:

I will be using Blackboard for the purposes of homework, assignments, announcements, and for grading. You will be enrolled as a Blackboard user. Blackboard can be linked to at <https://ivcc.blackboard.com/webapps/login/> You can find information about logging into and using Blackboard by visiting the following link: [Student Technology Checklist](#).

### **OFFICE HOURS:**

As a part-time faculty member, I do not have an office on campus. If you wish to meet with me regarding class issues, I am usually in the classroom 30 minutes prior to class and can usually stay after class. If this is not convenient for you, please contact me via email at [Chris\\_Jauch@ivcc.edu](mailto:Chris_Jauch@ivcc.edu), and we can arrange for an appointment or a Zoom meeting. I also use a Twitter account to communicate with students regarding classroom topics. You may reach me @ProfJauchIVCC. All this information is located on my faculty website [www.ivcc.edu/jauch](http://www.ivcc.edu/jauch). You may also access my faculty webpage by going to the IVCC main website and under the IVCC Students section, click on Faculty Web Pages, then find my name under Business Technology.

### **SYLLABUS CHANGES:**

I reserve the right to change the syllabus at any time during the semester. Students will be notified in class and/or through blackboard/email of any changes.

### **ASSIGNMENTS & EXAMS:**

Your assignments will be found in the weekly folders in the Weekly Instructions tab in Blackboard. This refers to assignments in the textbook. You are expected to do the readings on your own, and there are also videos available in the Student Content section of Labyrinthelab. **SAVE ALL ASSIGNMENTS!**

### **METHOD OF EVALUATION:**

1. Readings & Quizzes
2. Homework Projects
3. Examinations
4. Classroom Participation

### **GRADING:**

Final grades will be assigned based upon the student's accumulated points. Points will be awarded for the assignments, quizzes, and other activity assignments, midterm, and final exam. Grading is done objectively taking only the work completed into consideration. The grade book is kept on Blackboard and can be viewed by you, so you know where you stand in class at all times. Letter grades are assigned using the following scale:

Final letter grades will equate to the following scale:

<b>A</b>	90% - 100%	<b>D</b>	60% - 69%
<b>B</b>	80% - 89%	<b>F</b>	Below 60%
<b>C</b>	70% - 79%		

### **DISABILITY STATEMENT:**

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low

vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina\_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

### **CLASSROOM RULES:**

**Attendance** – I expect you to be in class. I will be there, and so should you. If you cannot be in class, please notify me via email either before class or as soon as possible. Failure to attend class will result in your inability to be prepared. If you have missed two (2) classes in a row, I will be contacting you to see if there is a problem. If you have missed three (3) classes in a row and I have not been contacted, I will attempt to contact you via email. If you have not responded, I reserve the right to involuntarily withdraw you from the course. Repeated absences may result in involuntary withdrawal from the course. I understand there may be extenuating circumstances that might occur on an emergency basis that could cause you to be late for class. A few minutes can be excused; however more than a few minutes is not showing respect for me or your fellow students. Class will start promptly at the appointed time. Students should be in the classroom and seated prior to that time.

**Inappropriate Behavior** – I expect each of you to conduct yourselves in a manner appropriate for adult college students and not be disruptive to the class. I will not tolerate inappropriate behavior during the class period. If I catch anyone being disruptive, I will warn you first. Subsequent behavior will result in my asking you to leave the classroom meeting. Continued behavior will result in you being reported to the Vice President of Student Services. Inappropriate behavior is defined as any behavior that:

- Interferes with another students' ability to learn
- Interferes with the instructor's ability to teach

During laboratory periods, the computers will not be used to visit social media sites or conduct outside business. This class experience is preparing you for the workplace and inappropriate behavior is not tolerated there either. I've signed a contract to teach and will give it my best. I expect you to do the same in participating in the educational experience.

**Academic Dishonesty** – It is the responsibility of each student to respect the academic integrity of each class by doing their own work and refusing to assist others in deception. Cheating, copying, fabrication and plagiarism are forms of academic dishonesty. The facilitating of academic dishonesty is also a violation. Students that are caught in any of the above listed violations will be dealt with. First violation will result in a warning, and a reduction of one letter grade on the assignment. A second violation will result in a zero on the assignment. A subsequent violation will result in an automatic withdrawal from the class and failure. These violations will also be reported to the Dean of Workforce Development Division and the Vice President for Academic Affairs. Further information can be found in the Student Code of Conduct located in the Student Planner.

**Withdrawals** – Students can initiate a withdrawal from classes. By completing the form in the Records Office or through the electronic form located within WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. They can access it through "**My Class Schedule**" and through the "**Register and**

**Drop"** page on the Student Menu. Admissions & Records office will send a confirmation email to the **student's IVCC email address** and to the **faculty member once the withdrawal is processed if it is received electronically.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that student. The instructor still reserves the right to voluntarily withdraw students in accordance to the above listed attendance policy. More detailed information is available at [www.ivcc.edu/admissions](http://www.ivcc.edu/admissions) and selecting the menu item for Withdrawals on the left side of the page. The last date to withdraw from class is **Wednesday, November 2, 2022.**

**Please note:** All students will be responsible for checking their IVCC Eagle mail. All electronic college correspondence will only be sent to the IVCC email. **This is the only address the college or you instructors will use.** For information on accessing this account click on the Student E-Mail help link [here](#). There are instructions contained there, or you can contact the Student Help Desk [here](#), or if you are on campus, go to the **IVCC Academic Support Center**, A-201. I will only use your IVCC Student email to contact you. You may contact me via Student email, leave a message in the Blackboard Discussion Board, or you can use my Twitter account for short messages. That link is on the first page of this syllabus.

#### **COURSE OUTLINE/ASSIGNMENTS CALENDAR:**

The following is a tentative course outline and calendar. You are expected to read ahead in the text to be able to successfully participate in classroom discussions, as well as to prepare for quizzes and examinations. Due to the possibility of extended class discussions or other scheduling conflicts, this schedule may be modified during the semester. **Make note of all quiz, exam, and homework due dates.**

Course Calendar – This course calendar is a snapshot view of the semester. It is subject to change based on class progress, however, consider this your regular assignment base unless instructed otherwise.

<b>Week/Class Meeting Dates</b>	<b>Subject Materials</b>
<b>Week 1</b> <b>August 15-20</b> Monday, August 15  Wednesday, August 15	<b>Access Chapter 1</b> <b>Getting Started with Tables</b>
<b>Week 2</b> <b>August 21-27</b> Monday,  Wednesday,	<b>Access Chapter 2</b> <b>Working with Forms</b>

<b>Week/Class Meeting Dates</b>	<b>Subject Materials</b>
<p style="text-align: center;"><b>Week 3</b> <b>August 28-September 3</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 3</b> <b>Querying a Database</b></p>
<p style="text-align: center;"><b>Week 4</b> <b>September 4-10</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 4</b> <b>Using Reports to Display Information</b></p>
<p style="text-align: center;"><b>Week 5</b> <b>September 11-17</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 5</b> <b>Refining Table Design</b></p>
<p style="text-align: center;"><b>Week 6</b> <b>September 18-24</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 6</b> <b>Customizing Input Forms</b></p>
<p style="text-align: center;"><b>Week 7</b> <b>September 25-October 1</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 7</b> <b>Creating Complex Queries</b></p>
<p style="text-align: center;"><b>Week 8</b> <b>October 2-8</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 8</b> <b>Customizing Reports</b></p>
<p style="text-align: center;"><b>Week 9</b> <b>October 9-15</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 9</b> <b>Customizing the Database Interface and Startup Options</b></p>

<b>Week/Class Meeting Dates</b>	<b>Subject Materials</b>
<p style="text-align: center;"><b>Week 10</b> <b>October 16-22</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 10</b> <b>Importing and Exporting Data</b> <b>using Word, Excel, and HTML</b></p>
<p style="text-align: center;"><b>Week 11</b> <b>October 23-29</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Chapter 11</b> <b>Maintaining a Database Project</b></p>
<p style="text-align: center;"><b>Week 12</b> <b>October 30-November 5</b></p> <p>Monday,</p> <p>Wednesday,</p>	
<p style="text-align: center;"><b>Week 13</b> <b>November 6-12</b></p> <p>Monday,</p> <p>Wednesday,</p>	
<p style="text-align: center;"><b>Week 14</b> <b>November 13-19</b></p> <p>Monday,</p> <p>Wednesday,</p>	
<p style="text-align: center;"><b>Week 15</b> <b>November 20-26</b></p> <p>Monday,</p> <p>Wednesday,</p>	<p><b>Thanksgiving Break</b></p>
<p style="text-align: center;"><b>Week 16</b> <b>November 27-December 3</b></p> <p>Monday,</p> <p>Wednesday,</p>	

<b>Week/Class Meeting Dates</b>	<b>Subject Materials</b>
<b>Final Exam Week December 4-10</b>	<b>Final Exam Due</b>
<b>Class, Monday, December 5 Final Exam due December 7</b>	