Comprehensive Access
CSD-1210-01

Fall 2024
August 15 – December 17, 2024   **Professor:** Mr. Christian Jauch
Monday & Wednesday   **Website:** www.ivcc.edu/jauch
1:00 – 1:50pm, Lecture, CTC-120   **Email:** Chris_Jauch@ivcc.edu
2:00 – 2:50pm, Laboratory, CTC-120   **Twitter:** @ProfJauchIVCC

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, Macros, and SQL will be covered.

PREREQUISITE: CSP-1203 or CSI-1002

REQUIRED TEXTBOOK:

The course uses an e-book, and you will be using McGraw-Hill's Inclusive Access to access class materials via SIMnet. Cost is part of your tuition payment. You will be entering the course via Brightspace, and then logging into the SIMnet course from there.

ADDITIONAL MATERIALS AND EQUIPMENT

Students will need Microsoft Office 365 or have access to a computer with Microsoft Office 365 (Word, Excel, Access, and PowerPoint), internet, and IVCC Eagle email access. Illinois Valley Community College offers Office 365 download 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 must use a computer with the Windows Operating system installed. **Students will need to use the desktop version to complete the Projects assignments 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. 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.

LMS ACCESS:

Illinois Valley Community College currently uses Brightspace by D2L for the LMS to access course content and for grading. You will be enrolled in Brightspace and will access your course by logging into Brightspace. Brightspace can be accessed at https://www.ivcc.edu/brightspace/ You can find information about logging into and using Brightspace 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, 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. 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.

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 Brightspace Announcements or email of any changes.

ASSIGNMENTS & EXAMS:

Your assignments will be found under Content in Brightspace. You are expected to do the readings on your own, and there are also videos available in the Resources section of Content in Brightspace. **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 in Brightspace 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:

A	90% - 100%		**D**	60% - 69%
B	80% - 89%		**F**	Below 60%
C	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 thereafter. Failure to attend class will result in your inability to be prepared. I understand things can 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. 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, it can result in an administrative withdrawal from the course. This has been mandated because of Federal Financial Aid requirements, Active Pursuit Standard. "Active pursuit" is defined in this course as the attendance of a minimum of 80% of the class meetings over first half of the semester and completed 75% of the coursework assigned during that period. If you do not attend the minimum number of meetings by the date of the midterm, the instructor will administratively withdraw you from the course.

The first set of attendance reporting is the 10-day report. That is reported after the last refund date. You must have attended from the beginning of class to that point and completed any work assigned during that period. Failure to attend class will result in an administrative withdrawal. If you meet the 10-day, the next attendance reporting will be done at Midterm and will determine if you remain in the class.

I can also excuse an absence on an emergency basis. That is why it is important to communicate with me if you experience a problem.

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 IVCC Self-Service, 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. 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 involuntarily withdraw students in accordance to the above listed attendance policy. More detailed information is available at 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 **Monday, November 4, 2024**.

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.

Class Meeting	Date	Activity
1	August 19, 2024	Class Introduction, Syllabus, Brightspace, SIMnet, IVCC Eagle Mail
2	August 21, 2024	Read Chapter 5: Templates, Advanced Relationships, and Macros; Complete Let Me Try. Read Chapter prior to class
3	August 26, 2024	Continue Chapter 5 discussion, complete Pause & Practice
4	August 28, 2024	Discuss Chapter 5: Guided Project 5-1

Class Meeting	Date	Activity
	September 2, 2024	Labor Day, College Closed
5	September 4, 2024	Discuss Chapter 5: Independent Project 5-5
6	September 9, 2024	Read Chapter 6: Creating Advanced Queries and Reports; Complete Let Me Try. Read Chapter prior to class.
7	September 11, 2024	No Class
8	September 16, 2024	Continue Chapter 6 discussion, complete Pause & Practice
9	September 18, 2024	No Class
10	September 23, 2024	Discuss Chapter 6: Independent Project 6-5
11	September 25, 2024	Read Chapter 7: Creating Advanced Forms; Complete Let Me Try. Read Chapter prior to class
12	September 30, 2024	Continue Chapter 7 discussion, complete Pause & Practice
13	October 2, 2024	Discuss Chapter 7: Guided Project 7-1
	October 4, 2024	Development Day, No Classes
14	October 7, 2024	Discuss Chapter 7: Independent Project 7-5
15	October 9, 2024	Catch-up
16	October 14, 2024	Read Chapter 8: Integrating Applications
17	October 16, 2024	Continue Chapter 8 discussion, complete Pause & Practice
18	October 21, 2024	Discuss Chapter 8: Guided Project 8-1
19	October 23, 2024	Discuss Chapter 8: Independent Project 8-4
20	October 28, 2024	Catch-up
21	October 30, 2024	Read Chapter 9: Designing and Managing Databases, and Using SQL; Complete Let Me Try. Read Chapter prior to class
22	November 4, 2024	Continue Chapter 9 discussion, complete Pause & Practice
	November 4, 2024	Final Withdrawal Deadline
	November 5, 2024	Election Day, College Closed
23	November 6, 2024	Discuss Chapter 9: Guided Project 9-1
24	November 13, 2024	Discuss Chapter 9: Independed Project 9-5
25	November 18, 2024	Catch-up
26	November 20, 2024	Read Chapter 10: Customizing Access and Using OneDrive and Office Online; Complete Let Me Try. Read Chapter prior to class
27	November 25, 2024	Continue Chapter 10 discussion, complete Pause & Practice
	November 27-30, 2024	Thanksgiving Break, College Closed
28	December 2, 2024	Class Review
29	December 4, 2024	Access Capstone Project
30	December 11, 2024	Final Examination Due