

Instructor: Prof D. Whitney
 Email address: dwhitney@cerritos.edu
 Home page: <http://www.cerritos.edu/dwhitney>
 Location & Time: ONLINE / DATES: Sep 5, 2023 - Dec 15, 2023, Drop Date: Nov 17, 2023.
 Orientation Week, Sept. 5-8. Orientation quiz due 9/8/2023.
 Ticket number: CIS 155 - #26885 online
 Phone number: 0543 860-8401 ext. 4469
 Text: GO! with Microsoft Office 365, Access 2019 Comprehensive
 Author(s): Gaskin, Vargas
 Publisher: Pearson
 Print ISBN-13: 9780135442043

BASIS FOR DETERMINING COURSE GRADE		
Orientation quiz Due 1 st week.	13	A>=90%
Lab Assignments 9 @ 20 points each	180	B>=80%
Exams, 3 @ 60 points each	180	C>=70%
Final Exam	100	D>=60%
	Total 473	Fail<60%

Tentative Schedule
 The schedule is subject to change.

Wk	Date	Topics	Ch	Labs Due	Pts Avail
1	5-Sep	Orientation Quiz, Getting Started with Microsoft Access 2019	1	Labs 20 pts ea.	13
2	11-Sep	Sort and Query a Database	2	Labs Due at end of Week	
3	18-Sep	Forms, Filters, and Reports	3	1	20
4	25-Sep	Exam 01, 1-3			60
5	2-Oct	Enhancing Tables	4	2	20
6	9-Oct	Enhancing Queries	5	3	20
7	16-Oct	Customizing Forms and Reports	6	4	20
8	23-Oct	Exam 02, 4-6			60
9	30-Oct	Creating Advanced Forms and Reports	7		20
10	6-Nov	Creating Macros	8	5	20
11	13-Nov	Exam 03, 7-8		6	60
12	20-Nov	Integrating Access with Other Apps	9	7	20
13	27-Nov	Administering Databases and Writing SQL Statements	10		
14	4-Dec	Lab Week		8,9	40
15	15-Dec	Final Exam, 1 - 10			100
		Total Points			473

ORIENTATION:

This is an Asymmetric Online Class. In the case of an online course – ‘Asymmetric’ means that you, the student, has access to all the learning materials to successfully complete the class at the online source and you can read/do the labs, etc., on your own time. There’s never a meeting scheduled with the entire class, except if there is a need that arises. This is different than a ‘*traditional*’ course where we all meet at a designated time every week. This does require your inner-self-discipline to accomplish weekly activities to maintain a good standing in the class.

The Online Class Orientation document and the Online Orientation quiz are required to be completed by the end of the first week of class. You will find the document in Canvas/Files and the quiz in Canvas/Quizzes. If you don’t complete this quiz, you are subject to be dropped from the class roster.

Software Required: Microsoft Access 2019. Access 2010 to 2019 is acceptable. The software is available on the college lab computers. [Cerritos College offers Microsoft Office 365 for free.](#) This includes Word, Excel, PowerPoint, Access, and more. Make sure you click on the Optional Application list to confirm Access is included before clicking Install.

Labs/Assignments: Links to labs/assignments, lecture and supporting materials are found on the class web pages available through CANVAS. Log into CANVAS and your class then you will see the link class websites on the left menu. Lab submissions are all done through Canvas. Additional information is on the class college website at <http://www.cerritos.edu/dwhitney> and the other at the CANVAS site. Please refer to these pages for more information.

Revisions to schedule will be made to the syllabus and posted on the web sites for this class. Lab, lectures, and supporting materials for this class are posted on the two sites. Some things are only available on the CANVAS site. The CANVAS site has syllabus, exams, grades, location to submit lab files, and other things not found on the Cerritos site. Instructions to log on to the site will be provided during orientations. It is the student's responsibility to retrieve their assignments from CANVAS. All assignment must be submitted to your instructor via CANVAS, or submitted in class by the due date/time. They will ONLY be accepted through submitted through CANVAS.

Remember it is critical to keep in contact with your instructor. Attendance is by emailing the instructor every week with the lab or chapter that you are working on. If you have not been heard from for 3 weeks you may be dropped from the class.

Recording Lecture Content:

- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices (including cell phones, laptops, etc.) without the prior consent of the instructor.
 - This also includes prohibiting any type of online, zoom, or any video-conference content.
- Any student violating this section shall be subject to appropriate disciplinary action.

Academic Honesty/Dishonesty Policy: The work submitted by each student in this class is expected to their own work, not the work of others. Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalogue and schedule of classes. A copy of the catalogue is located at www.cerritos.edu.

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
4. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
5. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

Student Learning Outcome

1. Be able to create custom forms and reports to meet assignment requirements.
2. Be able to successfully create and use Action Queries to meet the requirements presented to them.
3. Be able to find, modify and delete records in a table.
4. Be able to use the IIf function to assign a conditional value to a calculated field in a query.
5. Be able to sort and group data in a report.

Attendance:

- Attendance is very important. Please read the attendance policy in the college's catalog at www.cerritos.edu or in the schedule of classes. Students may be dropped from the class if they are considered to be excessively absent.
- Remember it is critical to keep in contact with your instructor.
- Students must connect with the instructor by the first night. Failure to do so may result in removal of their name from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified before the first class meeting.
- For traditional (on campus) classes excessive absences will be defined as when the hours of absence exceed one more than twice the number of class hours per week.
- For online classes attendance students have a minimum of at least one communication email with the instructor each week. Students that fail to communicate with the instructor for 3 weeks may be dropped.

Financial Aid:

Any change in your enrollment may affect your financial aid award and disbursement amounts which could result in an over award, and you may owe a repayment of your financial aid funds. For further information please contact the Financial Aid Office at (562) 860-2451 Ext. 2397 or by e-mail at: finaid-staff-list@cerritos.edu.