

FALL 2020

M 11:00-12:50

ONLINE

#53916: 10/12/20-12/11/20

INSTRUCTOR: TONI ENSZ

OFFICE: BE 44

OFFICE PHONE: 638-3641, EXT: 3785

EMAIL: toni.ensz@reedleycollege.edu

Zoom Office Hours: M 10:00 -11:00 am. Zoom Link:

<https://cccconfer.zoom.us/j/91096757408?pwd=RGF1YkIJamQyWDFLSHhzUkVRU0t6UT09>

I will also be online and available TWTh from 10:00-11:00. You can **email** me at toni.ensz@reedleycollege.edu or you can **text or call** me at [\(559\) 677-7268](tel:5596777268) at any time and I will return your message as soon as I can. Make sure you give me your name, class and any information necessary for communication.

REQUIRED TEXT AND SUPPLIES:

- MICROSOFT ACCESS. EASTON & NORDELL. ISBN 978-1-307-25967-4. COPYRIGHT 18. PUBLISHER MCGRAW HILL. [RC BOOKSTORE \$59 NEW]
- FLASH DRIVE

COURSE DESCRIPTION:

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Access databases. Topics will include creating and editing tables, creating and using forms, creating and using queries, creating and printing reports, and sorting and indexing databases. Students are expected to complete computer assignments outside of class.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

1. design and use simple databases
2. construct and modify tables
3. design and modify forms
4. organize and manipulate data through the design and modification of queries
5. produce reports based upon customer/employer requests

ATTENDANCE AND TARDIES:

- **We will have a Zoom meeting each Monday at 11 am. I do expect you to attend that meeting, with your video on. I will be taking attendance at each meeting.**
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F **The drop date for this class is November 11, 2020.**
- **I do not accept late work, nor do I allow for make-up work** (this includes in-class work, homework, and tests). This means you need complete and submit the work as assigned. If you are aware of a conflict with submitting your assignments on the due date, you may complete the assignment and submit it early, but no late work will be accepted.

SCHOOL HOLIDAYS:

- VETERAN'S DAY – NOVEMBER 11
- THANKSGIVING – NOVEMBER 26-27

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Monday, December 7 from 10:00-11:50 am.**

GRADING:

- *QUIZZES & CLASS PARTICIPATION:* 10%
- *LAB ASSIGNMENTS:* 50%
- *TESTS* 40%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

ZOOM:

- I do expect you to meet on Zoom each Monday at 11 am. I do ask that you have your video on so I can see you and you can interact with the class.

ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY:

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- CHEATING is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. **Cheating, in this class, is handing in the same assignment as another student as if it was your own.**
- PLAGIARISM is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting

duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.