SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
CIS 203S 2026FS 801SS (**ONLINE**)
DATABASE APPLICATIONS
3 CREDIT HOURS

INSTRUCTOR: Rebecca Schinaman
EMAIL: rschinaman@edisonohio.edu

Section/Term:	CIS 203S 801FS
Class Meeting Time:	ONLINE
Location:	ONLINE
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Rebecca Schinaman
Credentials:	MBA, Wright State University, 1997 BS, Villanova University, 1994 Credentials earned: A+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	I have office hours weekly and will adjust to accommodate your schedule. You may schedule an appointment with me via the link in my email. Monday 7:30 am – 10:30 am (231), Tues/Wed/Thurs 5 – 6 pm online
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email (CIS 110S 801US) through your Edison State email. We can set up online or in person meetings to help you succeed. I do not like to leave students waiting. I am extremely responsive, so if you do not hear from me in 24 hours, please Reply All to your sent email to follow up. We do not use Blackboard messages in this course.

Course Description

Comprehensive study of database processing using one or more software packages. Emphasis is on defining, creating, editing, sorting and printing of databases. Topics include functions, screen formatting, command files, queries and applications. Prerequisite: CIS 110S. Lab Fee: $39 (Additional fees will apply for flex and webflex sections.)

Required Text – CENGAGE UNLIMITED SUBSCRIPTION **– this is all you need**

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. You only need the 4 month subscription for this course. For $149.99 direct from Cengage (or $203.99 from the online ecampus bookstore) per semester, you get access to ALL your Cengage online textbooks and access codes in ONE place. Four FREE hardcopy textbook rentals are also available for select titles for just $9.99 S&H each.

Cengage Unlimited may be purchased in the online bookstore https://edisonohio.ecampus.com/) or directly from the publisher (https://www.cengage.com/unlimited/). Make sure you have a new code. Used codes will not

work. The textbook alone will not work.

Technical Requirements

You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome for your work in this course.** A desktop PC (or most laptop computers) with Windows 11 works best for this course. You will also need access to Office 2019 or Office 365. Many computers on Edison's main campus are equipped with the necessary software. You will need a SAM account which is available in the college bookstore. (See FAQs for more information).

NOTE: Microsoft Access is not compatible with Mac computers. You will not be able to complete the assignments in this course without the Access 2019 program. You only have a couple of choices in this situation. The obvious one is to do the assignments that require Access 2019 on a different computer, one that has Windows and Access 2019 available on it. The more complicated way to be able to use your Mac is to install a Windows partition or a virtual machine using Parallels which would then let you install Access 2019 on that image - the disadvantage to this (other than having to be fairly computer proficient to do the initial setup) is that you would need to download the software that allows you to do the virtual machine and then buy a licensed copy of Windows itself.

Please let the instructor know in advance (no later than early in the first week of the course) if having Access 2019 is an issue. We may be able to get a PC loaned to you with the software.

Computer Time

Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.

You may work ahead. All assignments are available to you now, and you may complete the course early. You will not be given new weekly assignments.

Course Dates**: August 24 – December 11, 2026**

General course outline**:** This is a **general outline of the course** and is **subject to change** upon notification in regular class session and/or on Blackboard.

Weekly Schedule	Assignment	Points	Due no later than
1 *(Do ASAP)*	**KYCQ**	**100**	**08/30/2026**
1	Access 1 SAMPath	25	02/28/2026
1	Access 1 Project	25	02/28/2026
2	Access 2 SAMPath	25	02/28/2026
2	Access 2 Project	25	02/28/2026
3	Access 3 SAMPath	25	02/28/2026
3	Access 3 Project	25	02/28/2026
4	Access 4 SAMPath	25	02/28/2026
4	Access 4 Project	25	02/28/2026
5	Cumulative Exam 1-4	100	02/28/2026
6	Access 5 SAMPath	25	04/11/2026
6	Access 5 Project	25	04/11/2026
7	Access 6 SAMPath	25	04/11/2026
7	Access 6 Project	25	04/11/2026
8	Access 7 SAMPath	25	04/11/2026
8	Access 7 Project	25	04/11/2026
9	Access 8 SAMPath	25	04/11/2026
9	Access 8 Project	25	04/11/2026
10	Cumulative Exam 5-8	100	04/11/2026
11	Access 9 SAMPath	25	05/16/2026
11	Access 9 Project	25	05/16/2026
12	Access 10 SAMPath	25	05/16/2026
12	Access 10 Project	25	05/16/2026
13	Access 11 SAMPath	25	05/16/2026
13	Access 11 Project	25	05/16/2026
14	Access 12 SAMPath	25	05/16/2026
14	Access 12 Project	25	05/16/2026
15 & 16	Cumulative Exam 9-12	100	05/16/2026

	TOTAL	1000	

WHEN ASSIGNMENTS ARE DUE**:**

08/24 First Day of Class

08/30 Know Your Course Quiz & be working in Cengage/MindTap

Weekly Assignments due on Sunday evenings

02/28 Access 1-4 work due (assignments and exam)

04/11 Access 5-8 work due (assignments and exam)

05/16 Access 9-12 work due (assignments and exam)

12/11 All coursework due (This is a Friday)

**All due by 11:59 pm

GRADING SCALE **(based on 1000 points)**

A (90%-100%) [900 – 1000 points]

B (80%-89%) [800 – less than 900 points]

C (70%-79%) [700 – less than 800 points]

D (60%-69%) [600 – less than 700 points]

F (below 60%) [below 600 points]

Grading

	Points
Know Your Course Quiz	100
Access 1-4 Assignments (SAM Path & Case Problems)	200
Access 1-4 Test	100
Access 5-8 Assignments (SAM Path & Case Problems)	200
Access 5-8 Test	100
Access 9-12 Assignments (SAM Path & Case Problems)	200
Access 9-12 Test	100
Total Points for Course	**1000**

GRADING in MyESCC**:** A **Mid-term grade** and a **final grade** will be reported in **MyESCC**. The work used to determine mid-term grades will be specifically outlined by your instructor.

GRADES

Your grades for this class are reported in Blackboard in My Grades. Use POINTS in Blackboard to determine your final grade. Do not use the average that Blackboard displays. The method that Blackboard uses to compute an average can be deceiving. Your final grade in the class will be determined by the total number of points that you have earned by the end of the course. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course. Your total points earned will be divided by the total possible points (1000) to determine your final average for grading purposes.

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accord with the course schedule up to the last withdrawal date.
2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

College Policies**:** In our Blackboard course, there is a menu item called **Edison State Community College Policies & Student Resources.** By selecting this menu item, you can access current information and policies in the following areas: Accessibility and Disability Support Services, Advising, Bookstore, Campus & Community Resources, Career & Job Service, Library, ESCC College Central Network, ESCC Scholarships, FAFSA, Federal Student Loans, Health & Wellness Services, IT Help Desk (they can help with the Microsoft 365 download – you cannot use the online version of Microsoft Applications for this course), Public Safety, Student Mental Health Assistance, Students Resources Center & Pantry, Title IX Anti-Discrimination, Harrassment, and Bullying, Tutoring Center, Veteran Services, and Ally File Transformer (for help converting files into alternative formats to fit your needs and learning preferences).

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

The mission of the Accessibility and Disability Support Services Department at Edison State Community College is to enhance each student's individual educational experience by preventing discrimination on the basis of disability. The right to reasonable accommodations allowing equal access to Edison State Community College programs and services for individuals with disabilities who request them is ensured under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

· Identify the right academic major to set you on your desired career path.
· Identify the courses you'll need to accomplish your academic goals.
· Help you develop a student plan tailored to your lifestyle and work schedule.
· Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Our bookstore is entirely online and can be accessed from the ESCC website under 'Current Students' (select Bookstore info). Note that there are helpful instructions on the bookstore Information page that will help you understand the process, including how to order textbooks with Financial Aid or CCP funding and how to return them.

You can also go directly to the online bookstore at https://edisonohio.ecampus.com.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

WORKING ON ASSIGNMENTS/ ACCESS TO COMPUTERS

If you are working on campus, computers with internet access are available throughout campus. In addition to the Internet Café and the computers available in the Robinson Career Center, the Library and Tutoring Center has computers and printers available for your use.

Chromebooks can be used for internet and simulator assignments, but they are not able to be used for projects requiring software,

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

STUDENT WELLNESS CENTER AND SERVICES

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Support Services Available

Edison State has built a network of health professionals to support students. With these partnerships, the Student

Wellness Center can assist students who need support in areas such as:
· Recovery and Counseling referral
· Housing
· Food
· Physical well-being
Information and Education
We also provide information and education on the topics of:
· Alcohol and drug abuse and prevention
· Sexual assault prevention and awareness
· Building healthy relationships
· Inclusion and belonging
· Survivor support
· Self-care
· Anti-Hazing
If you need additional assistance or need to speak with someone in person, please reach out to Dr. J. Passmore, Dean of Student Affairs, at jpassmore@edisonohio.edu, 937-778-7895, RM 160 (stop at the front desk). We are here to assist in all areas of your well-being. If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988. Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

CHARGER STATION FOOD PANTRIES
Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Station between the cafeteria and Theater on our Piqua campus. Charger Stations are available at all regional campuses as well.

TECHNICAL SUPPORT SERVICES
For Blackboard Assignment issues, the Instructor should be the first point of contact Rschinaman@edisonohio.edu (please include your full name and course and section)
For Cengage /MindTap product activation/login or access issues:
Help.cengage.com or 800-354-9706 For Edison Log-in or other technology issues:
There are several steps you can follow if you have issues logging in to Blackboard or Office.
During business hours:
· Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
· Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday) o email to support@edisonohio.edu
o call 937-778-8600 and ask for IT Help Desk
After hours:
· Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts · Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
· Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying
It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.