

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 BS, Villanova University Credentials earned: A+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	Online available daily On Campus Monday mornings, schedule an appt with me to meet virtually or in person. 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.
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 365. Many computers on Edison's main campus are equipped with the necessary software. You will need a Cengage/MindTap/SAM account which is available through the online ecampus bookstore or you can purchase it directly from Cengage for a cheaper price.

NOTE: Microsoft Access is not compatible with Mac computers. You will not be able to complete the assignments in this course without the Access 365 program. You only have a couple of choices in this situation. The obvious one is to do the assignments that require Access on a different computer, one that has Windows and Access 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 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.

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 (<i>Do ASAP</i>)	KYCQ	100	08/30/2026
1	Access 1 SAMPath	25	09/06/2026
1	Access 1 Project	25	09/06/2026
2	Access 2 SAMPath	25	09/13/2026
2	Access 2 Project	25	09/13/2026
3	Access 3 SAMPath	25	09/20/2026
3	Access 3 Project	25	09/20/2026
4	Access 4 SAMPath	25	09/27/2026
4	Access 4 Project	25	09/27/2026
5	Cumulative Exam 1-4	100	10/04/2026
6	Access 5 SAMPath	25	10/11/2026
6	Access 5 Project	25	10/11/2026
7	Access 6 SAMPath	25	10/18/2026

7	Access 6 Project	25	10/18/2026
8	Access 7 SAMPath	25	10/25/2026
8	Access 7 Project	25	10/25/2026
9	Access 8 SAMPath	25	11/01/2026
9	Access 8 Project	25	11/01/2026
10	Cumulative Exam 5-8	100	11/08/2026
11	Access 9 SAMPath	25	11/15/2026
11	Access 9 Project	25	11/15/2026
12	Access 10 SAMPath	25	11/22/2026
12	Access 10 Project	25	11/22/2026
13	Access 11 SAMPath	25	11/29/2026
13	Access 11 Project	25	11//29/2026
14	Access 12 SAMPath	25	12/06/2026
14	Access 12 Project	25	12/06/2026
15 & 16	Cumulative Exam 9-12	100	12/11/2026

	TOTAL	1000	
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IMPORTANT DATES:

08/24 First Day of Class

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

Weekly Assignments due on Sunday evenings

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 **COLLEGE POLICIES**. By selecting the **COLLEGE POLICIES** menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison Community College Catalog, Academic Honesty, Core Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

ACCOMMODATIONS /ACCESSIBILITY STATEMENT

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that 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 the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

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.

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.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

TESTING YOUR FAITH ACT

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found at this link- https://www.edisonohio.edu/sites/default/files/2025-05/3358-1-10_testing_your_faith.pdf

STUDENT RESOURCE CENTER AND 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.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For 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)
 - email to SUPPORT@EDISONOHIO.EDU
 - 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
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced

study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, or visit our webpage at www.edisonohio.edu/tutoring-center

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.