

Syllabus Part II
Edison State Community College
CIS 103S Database Applications (1 credit hour)

Section/Term: CIS-103-852FL

Class Meeting Time: Online, No specific days/times

Location: Online

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Contact: If you have questions or concerns, please contact me via email with the course name and number in the subject line through your Edison State email. You're welcome to set up an appointment to meet with me as well.

Course Description

Using database software students learn the basic concepts related to database management. Database structure, record creation and editing, and the production and printing of reports, and file manipulation are presented. **Prerequisite:** CIS 100S or satisfactory computer assessment score. **Lab Fee:** \$16 (Additional fees will apply for flex and webflex sections.)

Required Text – CENGAGE UNLIMITED SUBSCRIPTION

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$169.99 per semester direct from Cengage (\$203.99 from the Edison bookstore), 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 codes and Books may be purchased in the bookstore or directly from the publisher. Make sure you have a new code. Used codes will not work. The textbook alone will not work. USB flash drive (optional but helpful). Students can also use OneDrive.

Technical Requirements

You will need access to a computer that has high speed internet with an up-to-date browser. Use the latest version of Google Chrome for your work on this course. A desktop PC (or most laptop computers) with

Windows 10 works best for this course. You will also need access to Microsoft 365 (formerly Office 365). Many computers on Edison's main campus are equipped with the necessary software.

Homework Policy

Assignments are due by 11:59 pm on Sunday of the designated week. Late submissions will receive a grade of zero. If you have a documented absence or special circumstance, you may be eligible for an extension, but you must arrange this with the instructor before the due date.

Attendance Policy

For online courses, attendance is measured as completion of activities. To remain in attendance, you will need to submit assignments throughout the course. If you do not complete the syllabus quiz by the due date, you may be dropped from the course.

AI Usage

All coursework must be your original work. While AI tools (like ChatGPT) are allowed for minor tasks such as brainstorming, outlining, and checking grammar, you may not use them to write sentences, paragraphs, or entire assignments. Each assignment will specify if and how AI can be used. Any use of AI must be properly cited, and unauthorized use will be treated as academic misconduct. If you are unsure, please ask for clarification.

College Policies

The following college policies can be found in the College Policies & Student Resources section in your course. Please take the time to review each of them. College Policies Edison State Student Handbook Accessibility Statement Academic Honesty Policy Title IX – Anti-Discrimination, Harassment, and Bullying Diversity Statement Student Wellness

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, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

Technical Support

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 or 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.

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



Course Due Date Schedule

Course Dates: October 19th, 2026-December 12th, 2026

Modules: 4 total

Final Project: Week 8

All work is technically due by: Friday, December 11th, 2026, 11:59 PM EST

Note to students: You may work ahead, but it is strongly encouraged to follow the suggested pace below to stay on track.

Weeks 1 and 2 (October 19th-November 1st)

- Discussion – Welcome to CIS 103 Introduction

Module 1:

- Creating a Database
 - SAM Training
 - SAM Eam
 - Same Project B
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Week 3 and 4 (November 2nd-November 15th)

Module 2:

- Building a Database and Defining Table Relationships
 - SAM Training
 - SAM Eam
 - Same Project B
 - SAM Exam
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Week 5 and 6 (November 16th-November 29th)

Module 3:

- Maintaining and Querying a Database
 - SAM Training
 - SAM Project B
 - SAM Exam
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Week 7 and 8 (November 30th-December 11th)
Module 4:

- Creating Forms and Reports
- SAM Training
- SAM Project B
- SAM Exam

Final Exam: Build Your Own Digital Project: 200 Points!

Final Due Date: December 11th, 2026, 11:59 PM EST

Grading

Welcome Discussion Board – 5 Points

Access Module 1 SAM Project B – 25 Points

Access Module 1 SAM Exam – 25 Points

Access Module 2 SAM Project B – 25 Points

Access Module 2 SAM Exam – 25 Points

Access Module 3 SAM Project B – 25 Points

Access Module 3 SAM Exam – 25 Points

Access Module 4 SAM Project B – 25 Points

Access Module 4 SAM Exam – 25 Points

Final Project – 200 Points

The Final Project is a required component of this course. Because it accounts for a significant portion of the overall grade, students who do not complete the Final Project will not be able to pass the class.

Grading Scale

A = 90 – 100 | B = 80 – 89 | C = 70 – 79 | D = 60 – 69 | F = 59 and Below