SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS 103S online section 851FL 2026FL (FallLate2026)
Introduction to Database 1 CREDIT HOUR

INSTRUCTOR: Kate Schinaman
EMAIL: kschinaman@edisonohio.edu
Instructor is available by email daily

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| **Section/Term:** | CIS 103S 851FL 2026FL |
| **Class Meeting Time:** | ONLINE |
| **Location:** | ONLINE |
| **Required items:** | Cengage Unlimited<br>Computer with Microsoft Applications DOWNLOADED |
| **Instructor:** | Kate Schinaman |
| **Credentials:** | BS, Computer Science Engineering, University of Notre Dame, 2025<br>Minor, Engineering Corporate Practice, University of Notre Dame, 2025 |
| **E-mail:** | kschinaman@edisonohio.edu |
| **Personal Phone:** | (937) 815-6757 |
| **Faculty Office Hours:** | Online: weekday evenings by appointment<br>I will make all attempts to meet student schedules when needed. Please reach out via email. |
| **Faculty Contact:** | If you have questions or concerns, please contact me via email with your course and section number in the email (CIS 103S 851FL) through your Edison State email. We can set up online or in-person meetings to help you succeed.<br>We do not use Blackboard messages in this course. |

**COURSE DESCRIPTION**
Basic concepts of database creation and use. Using software, students learn database structure, the entry of values and labels, creating formula and function entries, file manipulation and the printing of reports. Prerequisite: CIS 100S or satisfactory computer assessment score. Lab fee.

NOTE: CIS 110S fulfills the same obligations as this course. If you have already taken CIS 110S, drop this course. CIS 110S covers CIS 101S, 102S, 103S, and 104S. The credits are interchangeable and if you would rather take CIS 110S as one course over the mods, you are welcome to do that. If you choose to take the mods, it is in your best financial interest to take them in the same semester to save on textbook costs.

**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. 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 for Google Chrome for your work in this course.** A desktop PC (or most laptop computers) with Windows 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. You will need Cengage Unlimited subscription for the term of the course, this is available direct from Cengage or from Edison's ecampus bookstore. (See FAQs for more information)

**COMPUTER TIME**
Approximately 6 hours per week of computer time is recommended for successful completion of course requirements.

**General course outline:** This is a **general outline of the course** and is **subject to change** upon notification on Blackboard.
This course is entirely online so you may work on your own as long as you meet the deadlines below. You may work ahead and complete the course early. Do not wait until the last minute. Please don't hesitate to email me at any time for help with the course. That's what I am here for. I want to help you succeed.

**WHEN ASSIGNMENTS ARE DUE:**

**October 19 – December 11, 2026**
**Course Deadlines – all due by 11:59 pm**

10/19 First Day of Class
10/25 Know Your Course Quiz and be logged in to Cengage/MindTap
11/1 Module 1 Assignments Due
11/8 Module 2 Assignments Due
11/15 Part I – Module 1&2 Test Due
11/22 Module 3 Assignments Due
11/29 Module 4 Assignments Due
12/06 Part II – Module 3&4 Test Due
12/11 Final & All coursework is due (assignments and exam)

| Weekly Assignments | | | | |
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| Week | Topic | Assignments | Points | Due Date |
| 1 | Intro to Course | Discussion Board<br>KYCQ | 50<br>100 | 10/25 |
| 2 | Module 1 | Module 1 SAMPath<br>Module 1 Project | 25<br>25 | 11/1 |
| 3 | Module 2 | Module 2 SAMPath<br>Module 2 Project | 25<br>25 | 11/8 |
| 4 | Test 1-2 | Test 1-2 | 100 | 11/15 |
| 5 | Module 3 | Module 3 SAMPath<br>Module 3 Project | 25<br>25 | 11/22 |
| 6 | Module 4 | Module 4 SAMPath<br>Module 4 Project | 25<br>25 | 11/29 |
| 7 | Test 3-4 | Test 3-4 | 100 | 12/06 |
| 8 | Final Project | Final work &<br>Resubmissions | 100 | 12/11 |

Final Project: Students will explore how artificial intelligence relates to their knowledge of databases and how it can be used to work with, organize, or analyze data. Students will reflect on their experience, what they learned, and the benefits and limitations of using AI in database-related tasks. Additional instructions will be provided in Blackboard.

**GRADING SCALE**

A (90%-100%) [585 - 650 points]
B (80%-89%) [520 – less than 585 points]
C (70%-79%) [455 – less than 520 points]
D (60%-69%) [390 – less than 455 points]
F (below 60%) [ less than 390 points ]

| Grading | Points |
|---|---|
| Know Your Course Quiz | 100 |
| Discussion Board | 50 |
| Access Assignments (SAM Path & Case Problems) | 200 |
| Access Test 1-2 | 100 |
| Access Test 3-4 | 100 |
| Access Final Project | 100 |

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| **Total Points for Course** | **650** |

**GRADING IN MyESCC**
A **Mid-term grade** and a **Final grade** will be reported in MyESCC. The work used to determine mid-term grades is everything from the first four weeks of class.

Your grades for this class are reported in Blackboard. 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. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course.

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

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

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