COURSE SYLLABUS FOR MIC 120
SEATTLE CENTRAL COMMUNITY COLLEGE
1701 BROADWAY • SEATTLE, WA 98122

SUMMER 2011

1964 • MIC 120 • HY • 4 • MS Access • Th • 1:00PM – 3:20PM • 3174

AMERICANS WITH DISABILITY ACT: If you need course adaptations or accommodation because of a
disability, if you have emergency medical information to share with your instructor, or if you need special
arrangements in case the building must be evacuated, please make an appointment with your instructor
as soon as possible.

INSTRUCTOR:
Name: Yun Moh
Mailbox: 2BE 3176, the IT Programs Office
Office: 2BE 3176-F
Phone Number: 206-651-5233 (message only). Expect at least 24 hours for a response.
E-Mail: Use the email system in the course Web site. Expect a response on the SAME DAY,
except the weekends.
Alternate E-Mail: yun.moh@seattlecolleges.edu  Expect at least 24 hours for a response.
Office Hours: By appointment only. I am usually available in Tuesday and Thursday mornings.

TEXTBOOK:
GO! With Microsoft Access 2007, Comprehensive, First Edition by Gaskin, McLellan, Dozier, and

COURSE DESCRIPTION:
Database application and design skills through the use of MS Access. Concepts of planning, creating and
revising a database system by working with objects of MS Access will be discussed.

COURSE CALENDAR:

PARTICIPATION: It is crucial that you have the time to go online several times a week to read the
material there and to submit the discussions, assignments, and projects on time and take the scheduled
quizzes. Participation in the weekly course activities directly affects your success in this course.

DISCUSSIONS: Each discussion will be available at 12:00AM on Sunday of each week. Each discussion
consists of two parts. The primary discussion must be posted no later than 11:59PM on Wednesdays in
order to earn the maximum possible points. The two responses to other students’ postings should be
submitted no later than 11:59PM on Saturdays. Responses must be posted on two different days. No
points will be earned if a response is posted after the deadline. Also, no points will be earned if the
primary discussion is not posted after the Wednesday due date.

ASSIGNMENTS: Assignments must be submitted electronically. You need to log onto ANGEL and drop
your weekly assignments in the drop box. Each assignment will be available at 12:00AM on Sunday of
each week and will be due on the following Saturday no later than 11:59PM. All parts (or partial parts) of
an assignment must be submitted at the same time. Assignments can be completed and submitted up to
three days late with 5 points (25% of 20 points) deduction per day (including weekends and holidays).

QUIZZES: There are two short quizzes during the quarter. Each quiz will consist of 10 multiple-choice
questions. Each quiz is given on the scheduled days only. Quizzes cannot be given early or late and
there is no makeup quiz under any circumstances.
GRADING:
Discussions: 7 @ 4% of the final grade  28%
Assignments: 7 @ 8% of the final grade  56%
Quizzes: 2 @ 8% of the final grade  16%
Total: 100%

GRADING SCHEDULE:

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COURSE POLICIES:

It is understood that those students who are enrolled in this class can read, write, and speak English at the college level.

This is a hybrid course and therefore, most correspondence will be via the Internet; however, you have the opportunity to get help during the lab time on Thursdays, from 1:00PM to 3:20PM. Although the attendance is not a part of grading, it is a good idea to attend all classes.

Online learning is not for everyone. Some students may do a lot better (learning wise as well as grade wise) in on-campus (face-to-face) learning environment. As you may notice soon, this is a combination of instructor-led class and self-taught online computer class. The course Web site at ANGEL offers a lot of resources accessible to you with a few clicks. Please remember that you, and nobody else, are ultimately responsible for what you learn. Therefore, it is a challenging class and as a result, you may *not* be able to perform as well as some other classes. Expect some difficulties. However, with your willingness to work hard and patience, you can overcome any obstacle and succeed in this class.

Sharing/cheating on quizzes, assignments, discussions, or other student written work will not be tolerated. Sharing/Cheating is a serious offense and will result in a failing grade for the course. You will be asked to come to a meeting on SCCC campus with me, the dean, and other member of the college. A report will be sent to the Dean of Students and may be filed in your permanent record. Remember, "Sharing" is not "Helping"!

If you decide to withdraw from the course or change the status, please check the deadline set by the Registration Office. I do not drop students from my classes. It is your responsibility to do this.

Announcements will be added to the ANGEL site at various times. Students are responsible for reading those announcements.

Each student will be responsible for submitting the course work on time. Each student must check the grade book (within ANGEL) to make sure that all discussions, assignments, and quizzes have been entered in the grade book. In general, assignments are graded within a week after the due date.

Each student must communicate with the instructor if he/she has any questions. All questions, suggestions, comments, and/or concerns are welcome. I check my emails several times a day from Monday through Friday.

No work will be accepted (including any inquiries made) after 11:59PM on Thursday, August 18, 2011, under any circumstances, regardless of your status.
COURSE OUTLINE (Tentative Schedule):

Week 1 (Module 1) - (6/27 – 7/2):
- Introduction to Course and ANGEL
- Familiarize yourself with ANGEL Environment
- Read chapter 1: Creating Database Table
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #1 by Saturday (or earlier)

Week 2 (Module 2) - (7/3 – 7/9):
- Read chapter 2: Sorting, Filtering, and Querying Databases
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #2 by Saturday (or earlier)

Week 3 (Module 3) - (7/10 – 7/16):
- Read chapter 3: Creating Forms and Reports
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #3 by Saturday (or earlier)

Week 4 (Module 4) - (7/17 – 7/23):
- Read chapter 4: Enhancing Tables
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #4 by Saturday (or earlier)

Week 5 (Module 5) - (7/24 – 7/30):
- Take Quiz #1 (Sometime on Wednesday or Thursday)
- Read chapter 5: Enhancing Queries
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #5 by Saturday (or earlier)

Week 6 (Module 6) - (7/31 – 8/6):
- Read chapter 6: Customizing Forms and Reports
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #6 by Saturday (or earlier)

Week 7 (Module 7) - (8/7 – 8/13):
- Read chapter 7: Creating Advanced Forms and Reports
- Post your primary discussion by Wednesday and two responses by Saturday
- Submit assignment #7 by Saturday (or earlier)

Week 8 (Module 8) - (8/14 – 8/18):
- Take Quiz #2 (Sometime on Wednesday or Thursday)
- Post your Self-Reflection discussion (OPTIONAL) by Tuesday

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For a successful quarter, on a regular basis, PLEASE check the Course Syllabus, Announcements, Weekly To-Do Lists, and E-Mails, every week throughout the quarter.

Please note that this syllabus is constructed as a tentative plan. Circumstances or conditions may arise requiring alternation of topics, schedules, activities, materials, etc. The instructor reserves the right to alter this schedule to better meet the needs of the class.

GOOD LUCK
AND
WELCOME TO MIC 120

My Happiness Is to See My Students Succeed!