



## North Central State College

### MASTER SYLLABUS

2025-2026

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Computer Information Systems

C. Course Number and Title: CISS1230 Microsoft Access

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 2

Lecture: 1 hour

Laboratory: 2 hours

F. Prerequisites: None.

G. Last Course/Curriculum Revision Date: Fall 2024    Origin date: 05/11/2011

H. Textbook(s) Title:

*MyLab IT with Pearson eText Access Code for GO! Microsoft 365: 2025 Edition*

- Author: Gaskin, Vargas
- Year: 2025
- Edition: 2025
- Bookstore Code: 9780135418673

I. Workbook(s) and/or Lab Manual: None

J. Course Description: This course is an introductory course in databases using Microsoft Access for Windows. Through a series of hands-on exercises, the student will create and manage databases. Topics include: creating, saving, formatting, and editing tables; designing reports; creating formulas; working with records; creating forms; writing queries; and establishing table relations.

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Create and edit a database, query, form and report	Skill exam Problem-based project Beginning of term
2. Sort and query databases	Skill exam Problem-based project Beginning of term
3. Create forms, filters, and reports	Skill exam Problem-based project Middle of term
4. Manage tables and validate data	Skill exam Problem-based project Middle of term
5. Apply aggregate functions, calculated fields, and parameters to queries	Skill exam Problem-based project End of term
6. Customize forms and reports	Skill exam Problem-based project End of term

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

**<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>**



North Central State College  
SYLLABUS ADDENDUM

<b>Academic Division:</b>	Engineering Technology, Business & Criminal Justice Division	<b>Discipline:</b>	Computer Information Systems
<b>Course Coordinator:</b>	Carmen Morrison		
<b>Course Number:</b>	CISS1230	<b>Course Title:</b>	Microsoft Access
<b>Semester / Session:</b>	Spring 2026 - A	<b>Start / End Date:</b>	1/12/26 – 3/6/26

**Instructor Information**

<b>Name:</b>	Carmen Morrison	<b>Phone Number:</b>	419-755-4865
		<b>E-Mail Address:</b>	cmorrison@ncstatecollege.edu
			Mon 6-9pm <a href="https://tinyurl.com/cmorrisonoffice">https://tinyurl.com/cmorrisonoffice</a> Thu 1-3pm Kehoe 239 or <a href="https://tinyurl.com/cmorrisonoffice">https://tinyurl.com/cmorrisonoffice</a>
<b>Office Location:</b>	Kehoe 239 and <a href="https://tinyurl.com/cmorrisonoffice">https://tinyurl.com/cmorrisonoffice</a>	<b>Office Hours:</b>	or by appointment

**I. Topical Timeline (Subject to Change – refer to Canvas for schedule):**

Week	Topic	Assignment	Due Date
Weeks 1,2,3	<ul style="list-style-type: none"><li>Identify Good Database Design</li><li>Create a Table and Define Fields in a Blank Desktop Database</li><li>Change the Structure of Tables and Add a Second Table</li><li>Create a Query, Form, and Report</li><li>Close a Database and Close Access</li><li>Open an Existing Database</li><li>Organize Objects in the Navigation Pane</li><li>Create Table Relationships</li><li>Sort Records in a Table</li><li>Filter Records</li></ul>	Chapter 1 Videos  Chapter 1 Simulated Trainings  Chapter 1 Application Projects	Holiday: 1/19/26  1/22/26  1/26/26
Weeks 3,4	<ul style="list-style-type: none"><li>Create a Query in Design View</li><li>Create a New Query from an Existing Query</li><li>Sort Query Results</li><li>Specify Criteria in a Query</li><li>Specify Numeric Criteria in a Query</li><li>Use Compound Criteria in a Query</li><li>Create a Query Based on More Than One Table</li><li>Use Wildcards in a Query</li><li>Create Calculated Fields in a Query</li><li>Calculate Statistics and Group Data in a Query</li><li>Create a Crosstab Query</li></ul>	Chapter 2 Videos  Chapter 2 Simulated Trainings  Chapter 2 Application Projects	1/29/26  2/2/26

	<ul style="list-style-type: none"> <li>Create a Parameter Query</li> </ul>		
Weeks 4, 5	<ul style="list-style-type: none"> <li>Create and Use a Form to Add and Delete Records</li> <li>Create a Form by Using the Form Wizard</li> <li>Modify a Form in Design View and in Layout View</li> <li>Create Reports by Using the Report Tool and Modify the Report in Layout View</li> <li>Create a Report by Using the Report Wizard</li> <li>Modify the Design of a Report</li> <li>Add Controls to a Report</li> <li>Keep Grouped Data Together in a Printed Report</li> </ul>	Chapter 3 Videos  Chapter 3 Simulated Trainings  Chapter 3 Application Projects	2/5/26  2/9/26
Weeks 5, 6	<ul style="list-style-type: none"> <li>Manage Existing Tables</li> <li>Modify Existing Tables</li> <li>Change Data types</li> <li>Attach Files to Records</li> <li>Create a Table in Design View</li> <li>Create a Lookup Field</li> <li>Set Field Properties</li> <li>Create Data Validation Rules and Validation Text</li> </ul>	Chapter 4 Videos  Chapter 4 Simulated Trainings  Chapter 4 Application Projects	2/12/26  2/16/26
Week 6, 7	<ul style="list-style-type: none"> <li>Create Calculated Fields in a Query</li> <li>Use Aggregate Functions in a Query</li> <li>Create a Crosstab Query</li> <li>Find Duplicate and Unmatched Records</li> <li>Create a Parameter Query</li> <li>Create a Make Table Query</li> <li>Create an Append Query</li> <li>Create a Delete Query</li> <li>Create an Update Query</li> <li>Modify the Join Type</li> </ul>	Chapter 5 Videos  Chapter 5 Simulated Trainings  Chapter 5 Application Projects	2/19/26  2/23/26
Weeks 7, 8	<ul style="list-style-type: none"> <li>Create a Form in Design View</li> <li>Change and Add Controls</li> <li>Format a Form</li> <li>Make a Form User Friendly</li> <li>Create a Report Based on a Query Using a Wizard</li> <li>Create a Report in Design View</li> <li>Add Controls to a Report</li> <li>Group, Sort, and Total Records in Design View</li> </ul>	Chapter 6 Videos  Chapter 6 Simulated Trainings  Chapter 6 Application Projects	2/26/26  3/2/26
Week 8		Final Project	3/6/26

## II. Grading and Testing Guidelines:

Activity	Qty	Points	Percentage
Training Exercises	12	139	40%
Application Projects	12	1200	50%
Final Project	1	100	10%

- Grading scale is the college grading scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
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80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

### III. Examination Policy:

- Projects, which are your “exams” for this course, are completed using Microsoft Office and the internet. You are permitted to use your textbook and MyITLab, but you are required to complete the assignment independently and submit your own files.
- Free Tutoring Service is available: <https://ncstatecollege.edu/student-services/tutoring/>
- Section IV below explains the late policy.

### Assignment Policy:

- Microsoft Office software is required and is provided to students for FREE at: <https://ncstatecollege.edu/help-documents-and-tutorials/student-email-office-365/>
- Assignments are due before midnight every Monday and Thursday. There is flexibility in the schedule as assignments are allowed to be submitted early.
- It is recommended to not wait until Monday or Thursday night to begin working on assignments. The schedule allows for 3-4 days to do each assignment.
- Section IV below explains the late policy.
- Be certain to have a back-up plan in case you experience computer/internet problems. There are free computer labs at the college for you to use, as well as loaner laptops.
- For projects, you must download your own files, do your own work, and upload your own files. Plagiarism is a serious offense and will result in failure of the assignment and/or course.
- If you need assistance with the course assignments, contact the Tutoring Department or the Instructor. Tutoring Information (free) can be found at: <https://ncstatecollege.edu/student-services/tutoring/>

### IV. Course Attendance and Late Assignment Policy:

- **Attendance**  
Attendance in this course is measured by the **completion of weekly assignments and activities**. Simply logging into Canvas or viewing course materials does **not** count as attendance.
- **Late Assignments**  
To support consistent learning, time management, and professional responsibility, the following late-work policy applies:
  - Late submissions are accepted **up to one week after the due date only**.
  - Assignments submitted late will receive a **20% point deduction**.
  - Assignments submitted **more than one week late will not be accepted**.
  - **No late assignments are accepted after the last day of the term**.
  - Assignments due during **finals week are final** and must be submitted by the posted deadline.
- **Extenuating Circumstances**  
Students experiencing extenuating circumstances are encouraged to **contact the instructor as soon as possible** to discuss potential accommodations. In some cases, **advance notice may be required**.
  - Approval of late or make-up work is **not guaranteed** and is determined at the instructor’s discretion.
  - Requests that do not align with this policy may be denied.
- **Faculty and Administrative Support**

This policy is supported by the **Business and Accounting Faculty, Dean and Assistant Dean**, who expect students to communicate promptly with their instructor when emergencies arise. This expectation reflects professional workplace standards, where timely communication is required if deadlines or responsibilities cannot be met.

- **Advance Communication**

Students who anticipate difficulty meeting a deadline should **contact the instructor in advance** to determine whether an alternate schedule may be considered.

- **Excused Absences**

Excused absences include the following circumstances:

- Hospitalization
- Death in the family
- Personal illness or illness of an immediate family member
- Military leave
- Employment-related travel

V. **Course Expectations:**

- All students are expected to demonstrate professional behavior and use language appropriate for the learning experience, both written and orally.
- For online classes, students are required to have access to an internet connection and a laptop or desktop computer. Chromebooks are not adequate for this course. MacBooks are acceptable, however, there may be some assignments that can only be completed on a Windows computer. The college provides free computer labs - <https://ncstatecollege.edu/student-services/computer-labs/> and loaner laptops - <https://ncstatecollege.edu/advocacy-and-resources/> - select Technology Resources