ITSW 1307 2A1

INSTRUCTOR CONTACT INFORMATION

Instructor:	Sharon Carson
Email:	sbcarson@lit.edu
Office Phone:	409-245-8715
Office Location:	TC 228
Office Hours:	Monday & Wednesday 7:30 a.m. – 9:00 a.m. & 10:00 a.m. – 2:00 p.m.
	Tuesday & Thursday 7:30 a.m. – 2:00 p.m.
	Friday 7:30 a.m. – 9:00 a.m. & 10:00 a.m. – 11:30 a.m.

CREDIT

3 Semester Credit Hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

There are no Prerequisite/Co-requisites for this course

COURSE DESCRIPTION

Introduction to database theory and the practical applications of a database. This is a capstone course for the Certificate in Web Development and Software Programs.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1.   Use Microsoft Office 365 Access.
2.   Learn Access from beginner to advanced features.

REQUIRED TEXTBOOK AND MATERIALS

1. **Microsoft Access 365 Complete: In Practice, 2019 Edition**, **1st Edition**
   By: Annette Easton and Randy Nordell
2. **Microsoft Office Access 2019 or 365.**
3. ALL CONTENT IS ONLINE, NO PURCHASE OF BOOK NECESSARY. Loose-Leaf
   ISBN13: 9781260818260, Hardcopy ISBN13: 9781260818659

ATTENDANCE POLICY

There is not an attendance policy.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	ASSIGNMENTS (Due on this Date)	
Week 1	Welcome	Familiarize with Ultra & SimNet	
Week 2	Chapter 1	9/1/23	Creating a Database & Tables
Week 3	Chapter 2	9/8/23	Using Design View, Data Validation, & Relationships
Week 4	Chapter 3	9/15/23	Creating & Using Queries
Week 5	Chapter 4	9/22/23	Creating & Using Forms & Reports
Week 6	**Exam 1-4**	**9/29/23**	
Week 7	Chapter 5	10/6/23	Templates, Advance Relationships, & Macros
Week 8	Chapter 6	10/13/23	Creating Advanced Queries & Reports
Week 9	Chapter 7	10/20/23	Creating Advanced Forms
Week 11	**Exam 5-7**	**10/27/23**	
Week 10	Chapter 8	11/3/23	Integrating Applications
Week 12	Chapter 9	11/10/23	Designing & Managing Databases & Using SQL
Week 13	Chapter 10	11/17/23	Customizing Access & Using OneDrive & Office Online
Week 14	Thanksgiving	Break	
Week 15		Prepare for next exam	
Week 16	**Exam 8-10**	**12/4/23**	

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Daily work (19 assignments)   38%
- Project Exams (9 Exams)   32%
- Capstone Projects (3 Projects)   30%

There is an opportunity for extra credit with each major exam. It is called Lesson Review and is in the group folder with each of the 3 major exams. This will be added to your Overall Grade when Grades are posted in Banner at the end of the semester.

GRADING SCALE

90 – 100   A
80 – 89   B
70 – 79   C
60 – 69   D
0 – 59   F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. You need to log into Blackboard and access this course a minimum of three times per week. To check for announcements and double check your grades. Since I will be posting the grades in Bb, it will not offend me if you find a discrepancy in your grades that I transfer to Bb and need to notify me. Just make sure it is at least the next week day after submission.
2. Cheating of any kind will not be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. **LATE WORK** – Accepted, but not encouraged. Each assignment will be open one week after the due date.