Introduction to Database
ITSW 1307 2A1

INSTRUCTOR CONTACT INFORMATION

Instructor: Sharon Carson

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Office Phone: 409-245-8715

Office Location: TC 228

Office Hours: Monday & Wednesday 7:30 a.m. – 2:00 p.m.
Tuesday & Thursday 7:30 a.m. – 9:00 a.m. & 11:00 a.m. – 2:00 p.m.
Friday 7:30 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 Office 365 Access 2019 Comprehensive* **by Lisa Friedrichsen. Cengage Learning, Inc. (comes with an e-book with purchase of access code)**
   a. **ISBN number is 13:978-0-357-02569-7.**
2. **Microsoft Office Access 2019 or 365.**

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	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Module 1 – Getting Started with Access	1/19/2023	1/27/2023
Week 2	Module 2 – Building Tables and Relationships	1/26/2023	2/3/2023
Week 3	Module 3 – Creating Queries	2/2/2023	2/10/2023
Week 4	Module 4 – Working with Forms and Reports	2/9/2023	2/17/2023
Week 5	**Modules 1-4 Sam Capstone Project**		2/24/2023
Week 6	Module 5 – Improving Tables and Creating Advanced Queries	2/23/2023	3/3/2023
Week 7	Module 6 – Creating Forms	3/2/2023	3/10/2023
Week 8	Spring Break	No assignments	No assignments due
Week 9	Module 7 – Creating Reports	3/9/2023	3/24/2023
Week 10	Module 8 – Importing and Exporting Data	3/23/2023	3/31/2023
Week 11	**Modules 5-8 Sam Capstone Project**		4/7/2023
Week 12	Module 9 – Creating Action Queries	4/6/2023	4/14/2023
Week 13	Module 10 – Creating Macros	4/13/2023	4/21/2023
Week 14	Module 11 – Creating Modules and VBA	4/20/2023	4/28/2023
Week 15	Module 12 – Completing the Application	4/27/2023	5/5/2023
Week 16	**Modules 9-12 Sam Capstone Project**		5/8/2023

COURSE EVALUATION

Final grades will be calculated according to the following criteria:
- Daily work (24 assignments)   50%
- Exams (12 Exams)   25%
- Capstone Projects (3 Projects)   25%

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 must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will not be tolerated. Do your own work. Submitting someone else's work is an <u>integrity violation</u> and will receive a grade of **ZERO** automatically.
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 has late date accepted listed in the description.

COURSE STRUCTURE:

The course is entirely online. There are due dates to keep you on track and not get behind but you most certainly may work ahead. The entire course is open and ready.

<u>Weekly:</u>

Each week there are 2 "Daily" assignments each week. Textbook Project, Sam Training, worth 50% of the grade.

<u>Exams</u>:

Twelve weekly Exams worth 25% of the grade.

<u>Projects</u>:

Three Capstone Projects worth 25% of the grade.