ITSW 1307 2A1

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.

INSTRUCTOR CONTACT INFORMATION
Instructor: Sharon Carson

Email: sbcarson@lit.edu

Office Phone: 409-245-8715

Office Location: TC 228

Office Hours: Monday & Wednesday: 8:30 am - 12:15 pm, Friday: 8:30 am – 11:30 am
                        Tuesday & Thursday: 11:00 am – 2:30 pm

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 **PHYSICAL** BOOK NECESSARY. Loose-Leaf
   ISBN13: 9781260818260, Hardcopy ISBN13: 9781260818659

ATTENDANCE POLICY
There is not an attendance policy. This is an online class. Your logins are automatically recorded.

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

TOPIC	ASSIGNMENTS (Due on this Date)	
Chapter 1	1/30/25	Creating a Database & Tables
Chapter 2	2/6/25	Using Design View, Data Validation, & Relationships
Chapter 3	2/13/25	Creating & Using Queries
Chapter 4	2/20/25	Creating & Using Forms & Reports
Exam 1-4	**2/27/25**	
Chapter 5	3/6/25	Templates, Advance Relationships, & Macros
Chapter 6	3/27/25	Creating Advanced Queries & Reports
Chapter 7	4/3/25	Creating Advanced Forms
Exam 5-7	**4/10/25**	
Chapter 8	4/17/25	Integrating Applications
Chapter 9	4/24/25	Designing & Managing Databases & Using SQL
Chapter 10	5/1/25	Customizing Access & Using OneDrive & Office Online
Exam 8-10	**5/8/25**	

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

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

There is an opportunity for Extra Credit. Each Unit Exam will have a Lesson Review. This counts for as much as 3 points added to your final grade. There are 3 Lesson Reviews so there is an opportunity to earn as much as 9 points added to your final grade. Almost a whole letter grade. There is an Extra Credit column in the gradebook. However, the final grade will be put in a special column after the grades are all complete, adding your Bb Final Grade with Extra Credit points. This is the grade that will go in Self-Service Banner. These Lesson Reviews have an End Date. So, don't wait to see if you need the extra credit and try to do all 3 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.

AI STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

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.
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 until the End Date.
6. **If you need to contact the instructor, my LIT e-mail is sbcarson@lit.edu. Your e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. Be sure to include specific details and your section number, which chapter, assignment, and question you are working on. It is always extra helpful if you can include screenshots so I can see what you are referring to.**
7. ABSOLUTELY NO ASSIGNMENTS, EXAMS, PROJECTS OR TESTS WILL BE REOPENED. I strongly encourage you to complete all work well in advance of the Due Date so you don't miss anything. The entire course is available from day 1 for you to work as fast as you can. Once all the work is completed, you are through with the class.
8. Make sure all your grades are showing up in Blackboard. Please allow 24 hours before reporting any deficiencies.
9. Be sure to notice the Due Dates and End Dates for your course. In most cases the End Date is one week after the Due Date. That is when the assignment will no longer be available. (see item #6 above)
10. All dates are subject to change if it becomes necessary. Any changes will be documented in an Announcement and changed on the course website. No further assignments will be created. Everything is completely open from Day 1 for you to begin working.
11. It is not my practice to give Incompletes, except for extreme circumstances and you have successfully completed at least 90% of the course. Please see the chart below for important drop/withdrawal dates for this semester. This class is a Full-Term class.

IMPORTANT DATES TO KNOW (copied from Academic Calendar on the LIT webpage to be specific for this semester)

Lamar Institute of Technology — Spring 2025

Faculty Return	January 13
First Day for Intent to Graduate	January 21
First Day to Apply for Graduation	March 24
Last Day to Apply for Graduation	April 4
Commencement/Graduation	May 15
Convocation (Limited Services Available)	

Full Term

Registration Begins	November 7
Online Registration Ends	January 17
First class day	January 21
Late Registration Ends	January 24
Last day for students for drop with refund/Census Day	February 5
Last day to pay tuition to avoid drop for non-payment	February 17
Last day to drop WITHOUT academic penalty	February 21
Last day to drop WITH academic penalty	April 9
Last class day	May 9
Final exams	May 10-14
Final Grades Due by Noon	May 15

This is our term. Take notice of these important dates.

Let me know if you have any questions about what this means.

1st 8-Week

Registration Begins	November 7
Online Registration Ends	January 17
First class day	January 21
Late Registration Ends	January 24
Last day for students for drop with refund/Census Day	January 28
Last day to pay tuition to avoid drop for non-payment	January 28
Last day to drop WITHOUT academic penalty	February 4
Last day to drop WITH academic penalty	February 21
Last class day	March 21
Final Grades Due by Noon	March 24

Late Start

Registration Begins	November 7
Online Registration Ends	February 14
First class day	February 17
Late Registration Ends	February 21
Last day for students for drop with refund/Census Day	February 27
Last day to pay tuition to avoid drop for non-payment	February 27
Last day to drop WITHOUT academic penalty	March 5
Last day to drop WITH academic penalty	April 10
Last class day	May 9
Final Grades Due by Noon	May 15

2nd 8-Week

Registration Begins	November 7
Online Registration Ends	March 21
First class day	March 24
Late Registration Ends	March 28
Last day for students for drop with refund/Census Day	March 31
Last day to pay tuition to avoid drop for non-payment	March 31
Last day to drop WITHOUT academic penalty	April 9
Last day to drop WITH academic penalty	April 25
Last class day	May 9
Final Grades Due by Noon	May 15

Holidays — No Classes - Campus Closed

Martin Luther King Day (January 20)	
Spring Break (March 10 - 14)*	
Energy Conservation Day (March 12)	
Administrative Agency Holiday (March 13)	
Spring Break Day (March 14)	*Staff On Campus
Good Friday (April 18)*	