

Introduction to Database (ITSW 1307)



Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: None

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.

Required Textbook and Materials

1. *Microsoft Office 365 Access 2019 Comprehensive* by Lisa Friedrichsen. Cengage Learning, Inc. (comes with an ebook with purchase of access code)
 - a. ISBN number is 13:978-0-357-02569-7.
2. **Microsoft Office Access 2019 or 365**

Course Objectives

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

1. Use Microsoft Office 2019 Access.
2. Learn Access from beginner to advanced features.

Course Outline

- | | |
|-------------------------------------------------------------|---------------------------------------------|
| A. Module 1: Getting Started with Access | 2. SAM Training |
| 1. SAM Textbook Project | 3. SAM Exam |
| 2. SAM Training | F. Module 6: Creating Forms |
| 3. SAM Exam | 1. SAM Textbook Project |
| B. Module 2: Building Tables and Relationships | 2. SAM Training |
| 1. SAM Textbook Project | 4. SAM Exam |
| 2. SAM Training | G. Module 7: Creating Reports |
| 3. SAM Exam | 1. SAM Textbook Project |
| C. Module 3: Creating Queries | 2. SAM Training |
| 1. SAM Textbook Project | 4. SAM Exam |
| 2. SAM Training | H. Module 8: Importing and Exporting Data |
| 3. SAM Exam | 1. SAM Textbook Project |
| D. Module 4: Working with Forms and Reports | 2. SAM Training |
| 1. SAM Textbook Project | 4. SAM Exam |
| 2. SAM Training | Access Modules 5-8: Capstone Project |
| 3. SAM Exam | I. Module 9: Creating Action Queries |
| Access Modules 1-4: Capstone Project | 1. SAM Textbook Project |
| E. Module 5: Improving Tables and Creating Advanced Queries | 2. SAM Training |
| 1. SAM Textbook Project | 3. SAM Exam |
| | J. Module 10: Creating Macros |
| | 1. SAM Textbook Project |

Approved mm/yyyy

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Course Syllabus

2. SAM Training
 3. SAM Exam
 - K. Module 11: Creating Modules and VBA
 1. SAM Textbook Project
 2. SAM Training
 3. SAM Exam
 - L. Module 12: Completing the Application
 1. SAM Textbook Project
 2. SAM Training
 4. SAM Exam
- Access Modules 9-12: Capstone Project**

GRADE SCALE

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

Course Evaluation

Final grades will be calculated according to the following criteria:

- | | |
|---------------|-----|
| 1. Daily work | 50% |
| 2. Exams | 25% |
| 3. Projects | 25% |

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Computers, telephones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. Late assignments will be accepted. Highly recommend to keeping up with due dates.
5. Tests. Everything is online.
6. Attendance Policy. Since everything is online you may attend or stay home, however, it is your responsibility to keep up with the due dates. I do not recommend falling behind and trying to catch up at the end of the semester.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
8. Additional class policies as defined by the individual course instructor.

Technical Requirements (for courses using Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

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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)839-2018. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](http://www.lit.edu/special-populations)

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 or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document