ITSW 1307   Introduction to Database Online
Course Syllabus: Spring 2018

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): Introduction to database theory and the practical applications of a database using Microsoft Access 2016.

Prerequisite: BCIS 1305 - Business Computer Applications or ITSC 1309 – Integrated Software Applications I

Required Textbook(s):

Microsoft® Office 365 & Access 2016, Shelly Cashman Series, Philip J. Pratt 1st Edition

Publisher: Cengage Learning

ISBN Number: 9781305870635

Recommended Reading(s):
None

Student Learning Outcomes:
1. Use Access to create, maintain and define relationships within a database.
2. Use Access to query a database.
3. Understand how to create standard and custom Forms and Reports in Access
4. Integrating Access with other programs
5. Understand how to create macros and write Visual Basic applications code in Access
6. Understand how to manage and secure an Access database.

Exemplary Educational Objectives:
Type EEO's here for core curriculum courses. Other courses: N/A

SCANS Skills:
NA

Lectures & Discussions:
Classes consist of lab time to complete the hands-on assignments, and detailed how-to instructions for some of the hands-on assignments.

Evaluation/Grading Policy:
All assignments are submitted individually. Late work is accepted for up to one week past the due date, but with a 20% late penalty. The mid-term and final exams cannot be taken late.

Tests/Exams:
Two online exams - multiple choice – the mid-term and the final exam which must be taken in a proctored testing center.

Assignments:
33 Module hands-on Access assignments
1 Mid-term exam, multiple choice
1 Final Project
1 Final exam, multiple choice

Other Course Requirements:

BlackBoard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Microsoft Office 2016 software is needed to complete the homework assignments.

Student Responsibilities/Expectations:
Students are expected to participate in class on a regular basis. Lack of participation (no submitted assignments) may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Evaluation/Grading Policy:

All assignments are submitted individually, although students may work side-by-side creating the hands-on assignments, but not the exams or Final Project. Late work is accepted for up to one week past the assignment due date, with a 20% late penalty.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they (and if possible) the other person will earn a zero grade on that assignment. If this happens a second tome, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed in their permanent NTCC file. If the other person (enabler) is also attending one of my classes, he/she will receive a zero grade and their final grade will be reduced by two letter grades.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (**Ferpa**):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

Late Work Policy: Late work will be accepted for some assignments, with a 20% penalty. This is clearly identified in Blackboard. The mid-term and final exams cannot be submitted late.

Appeals Policy: To appeal a grade, send an e-mail to your instructor's e-mail address within two days of receiving the grade. Overdue appeals will not be considered.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.