

**BRAZOSPORT COLLEGE**

**LAKE JACKSON, TEXAS**

**SYLLABUS**

**ITSW 1307: INTRODUCTION TO DATABASE (ACCESS)**

***ONLINE Class Version***

**COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT**

CATALOG DESCRIPTION

**ITSW 1307 Introduction to Database (Access) - Online.** CIP 1108020007

Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. The students receive hands-on experience with a database management system. (3 SCH, 2 lecture, 2 lab)

*Prerequisite:* ITSC 1401 or approval of the division chair.

*Required skill level code:* Reading, 9.

PREPARED BY:	Alicia DeLeon		DATE:	03/7/17
	INSTRUCTOR			
RECOMMENDED BY:			DATE:	
	DIVISION CHAIRMAN			
RECOMMENDED BY:			DATE:	
	DEAN			
APPROVED:			DATE:	

*The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.*

**STUDENT EVALUATION**

- A. Tests will account for 40% of the total grade.
- B. Homework/Labs will account for 35% of the total grade.
- C. Final Exam will account for 25% of the total grade.

**INSTRUCTOR EVALUATION**

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

**DEPARTMENT EVALUATION OF COURSE**

- A. Faculty and the Division Chair will review students' grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course, Competencies and Perspectives Assessment.

**GENERAL GOALS/OBJECTIVES**

This course teaches the concepts and procedures needed to become a designer, developer, and informed user of simple Access databases. The topics covered include:

**SPECIFIC GOALS/OBJECTIVES**

Students should be able to demonstrate their understanding of the subject by:

- Understanding what is a Database.
- Creating a Database.
- Using Tables.
- Writing Queries
- Developing Forms.
- Producing Reports and Labels.
- Maintaining a Database.
- Creating Navigation Forms
- Administering a Database System.
- Using basic SQL.

**LEARNING OUTCOMES**

Learn vocabulary associated with databases.

*Average score of 75 on Lab Assignments.*

Demonstrate the ability to create a simple database and develop queries to obtain information from the data in their database.

*Average score of 70 on Test1.*

Develop custom reports and forms, including Navigation Forms from an existing database.

*Average score of 70 on Test2.*

Create combo boxes and sub reports; also use general Database administration tools.

*Average score of 70 on Test3.*

**Instructor: DeLeon, Alicia**  
**Office Phone:** (979) 230-3573  
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**Office:** D-225  
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## COURSE DESCRIPTION

Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. The students receive hands-on experience with a database management system. CIP 1108020007 (3 SCH, 2 lecture, 2 lab)

## PREREQUISITES

ITSC 1401 *or approval of the division chair*. College-level Reading code.

Prerequisite computer skills include:

- Are you familiar with internet access, email, basic operating system, and web browser error messages?
- Do you know the difference between a Windows file and a folder?
- Using Windows, can you save a file, find a file, copy a folder or file, move a folder or file?
- Can you manage your time effectively?

If you answered NO to any of the above questions, you should not have enrolled in this course.

## REQUIRED COURSE MATERIAL

- Computer with Internet Access and current web browser
- Microsoft Access 2013 software
- Textbook:  
**Microsoft® Access 2013: Comprehensive, 1st Edition**, Philip J. Pratt; Mary Z. Last  
ISBN-10: 1285168968 | ISBN-13: 9781285168968.

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

## ATTENDANCE AND WITHDRAWAL POLICIES

This is a fully online class. All Assignments and tests must be submitted by their due date as noted.

**As a result of changes in the Texas Education Code, students enrolling for the first time in a Texas public institution of higher education in the fall of 2007, or thereafter, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (note: this includes any course a transfer student has dropped at another institution of higher education).**

BC policy states that is the responsibility of the student to withdraw from a course if circumstances occur that will prevent the student from successfully completing the course. Contact the BC Registrar's office 979-230-3020 if you need any assistance withdrawing from the course. As a courtesy, please email or call the instructor to notify them of your decision to withdraw. DO NOT EXPECT or ASSUME that the instructor will do the paperwork for you.

**Instructor-initiated Withdrawal:** The instructor has the right to withdraw students from the course for non-attendance or non-participation. For this course, unsatisfactory participation in D2L from failure to login weekly to get assignments, check email, chat discussions, etc., and failure to meet the deadlines for online assignments may result in the student's removal from the course by the instructor.

#### **COURSE REQUIREMENTS AND GRADING POLICY**

All labs, tests and the final are worth 100 points. Each category is given the following weight:

Assignments	35%
Tests	40%
Final	25%

Letter grades will be assigned as follows:

90%+	A
80%-89%	B
70%-79%	C
60%-69%	D
0%-59%	F

#### **TESTING**

Refer to the weekly schedule for test dates. All tests must be taken and proctored at Brazosport College in the Testing Center. If you miss one test, the test grade will be replaced with the grade you receive on your final exam **minus 11 points**. You will receive a zero for any other tests missed. There will be 3 exams. At the end of the semester, if your average Test grade is a 90 or above, you will NOT have to take the Final Exam

#### **MAKE-UP POLICY**

Please note that **NO MAKE-UP EXAMS WILL BE GIVEN**. If you miss an exam, the grade you receive on your Final **minus 11 points** will count as the missed test grade. If you miss more than one test, then you will receive a zero "0" for each test missed after the first one. The Final exam will be comprehensive. Exceptions to this rule will only be made if you personally contact the instructor and arrange to take a test BEFORE the scheduled date.

## **STUDENT RESPONSIBILITIES**

- For this class you will need to request your own personal Student Account on the network. To do so, you need to go to the Information Technology (IT) department preferably before the first day of class and bring your Brazosport College ID and a copy of the paid schedule showing your enrollment in this class.
- Students will be expected to log on to the Virtual Campus (D2L) WEEKLY in order to complete their online assignments. **You must have a computer at home and an Internet connection (preferably high speed) in order to complete the material and assignments for this course.**
- Online assignments will require students to read and WORK THROUGH each chapter, as well as doing online tutorials. This will be crucial in completing the course successfully.
- Students will be given an opportunity to evaluate the course at the end of the semester

## **SCANS COMPETENCIES**

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see **Addendum A**.

## **ACADEMIC HONESTY**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in an F on the Test/Assignment in question. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

## **STUDENTS WITH DISABILITIES**

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 979-230-3236 for further information.

## **OTHER STUDENT SERVICES INFORMATION**

Information about the Brazosport College Library is available at [www.brazosport.edu/sites/CurrentStudents/Library/default.aspx](http://www.brazosport.edu/sites/CurrentStudents/Library/default.aspx) or by calling (979) 230-3310

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (See [www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx](http://www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx) or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.

## ADDENDUM A

SCANS COMPETENCIES		
ITSW 1307– INTRO TO DATABASE – Hybrid		
Competency Reference	Application	
<b>1 Resource</b>		
Time Management,	Students are required to turn in labs on time. If a lab is turned in late, student's grades are penalized.	
Facilities/Materials,	Students are required to use on-line help and the computers in lab.	
Human Resources	Students are encouraged to seek help from their classmates during lab and in the event they are absent and miss assignments and/or notes.	
<b>2 Interpersonal</b>		
Leadership,	Students are encouraged to work in teams helping and learning from each other.	
Part. as Team Member,		
Works with Diversity		
<b>3 Information</b>		
Acquiring,	Course goals and performance objectives for labs require acquisition, organization, interpretation and evaluation of data.	
Organizing,		
Interpreting		
<b>4 Systems, Understanding</b>		
Organizational Systems,	Students will be asked to modify files using appropriate software as outlined on a lab	
Technological Systems,	or final exam. Also, students will be monitoring and correcting their performance in	
Social Systems	all of the labs and on all exams.	
<b>5 Technology</b>		
Selecting,	Students are expected to select the proper software tools, invoke them, and then insure the work is meeting the expected outcomes. If the outcomes are not as expected, the student is expected to make the appropriate changes to achieve the outcome.	
Applying,		
Maintaining		
<b>6 Basic Skills</b>		
Reading, Writing,	Lectures and labs require students to read, write, and use mathematical skills. Students are expected to listen to the lecture, because not all information appears in the text.	
Mathematics,		
Speaking, Listening	Students are encouraged to ask questions and participate in class discussions.	
<b>7 Thinking Skills</b>		
Decision Making,	Most labs require students to use their creative and problem-solving skills. The student must perceive the problem, find a way to get the data into the right form, so the expected output can be achieved.	
Problem Solving,		
Learning Techniques		
<b>8 Personal Qualities</b>		
Responsibility,	Students will be required to monitor their time, especially on labs, exams, and on the final. It is the student's responsibility to turn in their labs on time. The student is expected to be honest and do their own labs and exams. This is monitored!	
Sociability,		
Integrity/Honesty		