

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 relational and non-relational database theory and the practical applications of contemporary databases. 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.
3. Identify and differentiate the application of relational and non-relational databases;
4. Identify database terminology and concepts
5. Plan, define, and design a database;
6. Design and generate tables, forms, and reports;
7. Design and process queries.

INSTRUCTOR CONTACT INFORMATION

Instructor: Sharon Carson
Email: sbcarson@lit.edu
Office Phone: 409-245-8715
Office Location: TC 228
Office Hours: Monday & Wednesday: 9:00 am - 12:15 pm, Friday: 9:00 am – 11:00 am
Tuesday & Thursday: 9:00 am – 2:00 pm

REQUIRED TEXTBOOK AND MATERIALS

1. Microsoft Access 365 Complete: In Practice, 2021 Edition, 1st Edition
By: Randy Nordell
2. **Microsoft Office Access 2021 or 365. This is your responsibility to have this program.**
3. ALL CONTENT IS ONLINE, NO PURCHASE OF **PHYSICAL** BOOK NECESSARY. 9781266783524

PARTICIPATION POLICY

There is an expected participation on your part to be in this online course.

In practical terms, that means:

- Logging in regularly (daily or several times a week).
- Understanding course instructions
- Reading course materials



- Reading ALL announcements. It is how the instructor communicates with you.
- Submitting assignments and quizzes on time.

Blackboard can log things like:

- **Time spent** in the course.
- **Number of clicks** or page views.
- **Assignment submissions.**

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)		END DATE (Assignment closes)
Chapter 1	9/03/25	Creating a Database & Tables	9/24/25
Chapter 2	9/10/25	Using Design View, Data Validation, & Relationships	9/24/25
Chapter 3	9/17/25	Creating & Using Queries	9/24/25
Exam 1-3	9/24/25	Unit Exam	9/30/25
Chapter 4	10/01/25	Creating & Using Forms & Reports	10/29/25
Chapter 5	10/08/25	Templates, Advance Relationships, & Macros	10/29/25
Chapter 6	10/15/25	Creating Advanced Queries & Reports	10/29/25
Chapter 7	10/22/25	Creating Advanced Forms	10/29/25
Exam 4-7	10/29/25	Unit Exam	11/04/25
Chapter 8	11/05/25	Integrating Applications	12/03/25
Chapter 9	11/12/25	Designing & Managing Databases & Using SQL	12/03/25
Chapter 10	11/19/25	Customizing Access & Using OneDrive & Office Online	12/03/25
Exam 8-10	12/03/25	Unit Exam	12/08/25

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. The final grade will be adjusted 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 Wi-Fi 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 \(lit.edu\)](http://SpecialPopulations-LamarInstituteofTechnology(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 48 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. That is when the assignment will no longer be available.
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.
12. Please see the lit.edu calendar for important drop/withdrawal dates for this semester. This class is a Full-Term class.