Introduction to Database (ITSW 1307) Online

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

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment: http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

Course Description
Introduction to database theory and the practical applications of a database. This course is time-bound, structured, and completed fully online.

Required Textbook and Materials
   a. ISBN: 978 1 285 16896 8
2. Microsoft Access 2013

Course Objectives
Upon completion of this course, the student will be able to:
1. Identify database terminology and concepts
2. Plan, define, and design a database
3. Design and generate tables, forms, and reports
4. Devise and process queries

Course Outline
A. Introduction
   1. Class Techniques Introduction
   2. Blackboard Introduction
   4. Microsoft Office 365 Essentials
B. Microsoft Access 2013 Basic Techniques
   1. Database and Database Objects: An Introduction
   2. Querying a Database
   3. Maintaining a Database
   4. Creating Reports and Forms
   5. Multiple-Table Forms
C. Microsoft Access 2013 Advanced Techniques
   6. Advanced Report Techniques
   7. Advanced Form Techniques
   8. Macros, Navigation Forms, and Control Layouts
   9. Administering a Database System
   10. Using SQL
   11. Database Design

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

Approved 06/14
Course Evaluation
Final grades will be calculated according to the following criteria:
1. Daily work 50%
2. Exams 25%
3. Final Exam(Comprehensive) 25%

Course Requirements
1. Students can complete this course without physically visiting the institution offering the course.
2. Log into Blackboard at least three times a week to check email, assignments and due dates.
3. Submit assignments by the due date and time posted in the website
5. Students will complete assignments, exams and a comprehensive final.

Course Policies
1. Students must log in and participate in the online course a minimum of three hours per week.
2. Students should turn assignments in by the posted due date and time. Late submissions will have 12 points deducted.
3. Exams will test information in assigned chapters. Exams are timed. Be sure to have enough time to complete an exam before starting.
4. Exams will test information in assigned chapters. Exams are timed. Be sure to have enough time to complete an exam before starting it.
5. 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.
6. Grades will be posted in Blackboard.
7. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard or the instructor’s LIT e-mail. Your call or e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.
8. All assignments will be completed using Blackboard. Assignment may NOT be submitted via email. All due dates will be posted on the Blackboard websites.
9. In support of internet etiquette, students are expected to use courteous, professional and respectful language for course e-mails, assignment submissions, and discussions.
10. Additional class policies as defined by the individual course instructor.

Technical Requirements
The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:
http://kb.blackboard.com/pages/viewpage.action?pageId=25368512
A functional internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources
Disabilities Statement
The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource: http://www.lit.edu/depts/stuserv/special/defaults.aspx

Course Schedule (may vary by instructor)

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
</table>
| Week 1  | Online orientation  
Course introduction and policies  
Blackboard  
Review each type of assignment | | |
| Week 2  | Office 2013 and Windows 8: Essential Concepts and Skills Office 365 | pp. OFF 1-64  
pp. CLD 1-15 |
| Week 3  | Chapter 1: Databases and Database Objects: An Introduction | pp. AC 1-72 |
| Week 4  | Chapter 2: Querying a Database | pp. AC 73-135 |
| Week 5  | Chapter 3: Maintaining a Database  
Exam 1 | pp. AC 137- 200  
All covered material |
| Week 6  | Chapter 4: Creating Reports and Forms | pp. AC 201-264 |
| Week 7  | Chapter 5: Multiple-Table Forms | pp. AC 265-327 |
| Week 8  | Chapter 6: Advanced Report Techniques | pp. AC 329-407 |
| Week 9  | Exam 2 | All covered material |
| Week 10 | Chapter 7: Advanced Form Techniques | pp. AC 409-472 |
| Week 11 | Chapter 8: Macros, Navigation Forms and Control Layouts | pp. AC 473-535 |
| Week 12 | Chapter 9: Administering a Database System | pp. AC 537-616 |
| Week 13 | Exam 3 | All covered material |
| Week 14 | Chapter 10: Using SQL | pp. AC 617-664 |
| Week 15 | Chapter 11: Database Design | pp. AC 665-711 |
| Week 16 | Final Exam | All covered material |

Contact information varies by instructor.