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

1. *Microsoft® Access 2013 Comprehensive - Shelly Cashman Series, 1st Edition: Pratt & Last*
   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
   3. Microsoft Office 2013 and Windows 8: Essential Concepts and Skills
   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
4. Create and submit files in Access 2013.
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.
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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)

Week of	Topic	Reference
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.