

Spring Semester 2019: Monday, January 14 – Thursday, May 9

Part 1: Course Information Course: ITSW 2337 Advanced Databases

Instructor Information

Instructor: * Dr. Daphne L. Lewis Ed.D., M.Ed., BA.
Certified EC-6 Texas
Certified K-6 and 4-8 Indiana

Instructor Contact: Text/Call 806-438-8066
Email: dlewis@southplainscollege.edu

Office: South Plains College
Lubbock Center Office Room 120C Monday Friday
Plainview Center Room 121 Tuesday Thursday
Virtual Office: <https://www.join.me/dlewisdavis>

Office Hours: Posted on Office Door

Office Telephone: *806-438-8066 (Text or Call) Anytime!

E-mail: *dlewis@southplainscollege.edu

Course Description

ITSW 2337 Advanced Databases

Advanced concepts of database design and functionality. Semester Hours: 3 Lecture Hours: 3 Lab Hours: 1 (3:3:1)

Prerequisite *none

No collegiate course expectations. However, a student must have the ability to quickly type 100 words and use a computer to create and save materials, then locate those materials!

Questions/Concerns/Challenges: Reach out to me! I am here to support your success, but I cannot help if you do not reach out to me! Let me help! Please do not wait for Office Hours, I am available daily, including weekends. Text me right UP 806-438-8066
I tutor, I facilitate and even cheer! Text/Call 806-438-8066
Please take the time to either call, email or text!
Dr. Daphne L. Lewis **806-438-8066** (Text or Call)
Email: dlewis@southplainscollege.edu

Textbook & Course Materials:

USB/Pen Drive (Access Files are Large!) Minimum 1 gig (Average price <\$5.00)

Go! With Microsoft Access 2016 Comprehensive (GO! For Microsoft Office 2016)

Authors: Shelley Gaskin and Nancy Graviett

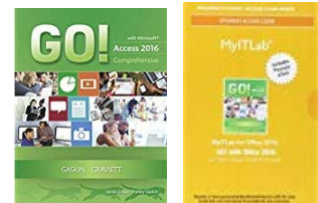
Special Note: The digital access card may reflect the entire office suite.

Can be purchased after class begins through our Blackboard/MyITLab Course.

Link will be provided, Credit Card necessary for purchase.

E-Access Card needed, physical textbook optional

ISBN 978-0134443935 (Could be alternative if purchased through SPC).



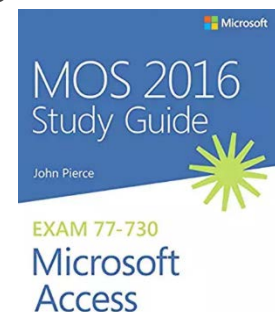
This course is a prep course for the MOS certification exam. Therefore our new textbook focuses on that exam. The course will begin with a foundational start in Excel and Importing to Access, and then delve into database construction.

Textbook: Available in the bookstore, or in E-Book format at Amazon. Kindle \$9.99 Try it on the Kindle, accessible on phone, tablet or PC/Mac

**MOS 2016 Study Guide for Microsoft Access (MOS Study Guide)
Jan 1, 2017**

by John Pierce

ISBN 978-0735699397



Recommended Reference Links

- * SPC Email will be used to communicate with students
- * Check your SPC Email before every class!
- * SPC Blackboard – will house course instructions and grades
<https://southplainscollege.blackboard.com/>

Course Requirements

- Computer Access: All students must have computer access either at the South Plains College or in their possession. The computer must have the ability to access the Internet and download and upload Microsoft Office 2016/365 or Mac 2011 products.
- Special Note: Mac/Apple Computer products can work with Access Database if Bootcamp, and Windows 10 are installed in PC format followed by Office 365. This is about \$120 cost of purchasing Windows 10.
- Internet connection (Portions of the course, not available in mobile)
- Access to South Plains College.edu and SPC Blackboard
- **Daily class attendance with completed assignments.*Online*

Course Structure

*This class is a blended, lecture and online class formats which meets the needs of students. Students are expected to attend all classes online and visit the South Plains College Lubbock Center Campus for MOS Certification Examination. Class will have online support components in SPC Blackboard with helpful videos, links, grades and more. *

All exams will be in online with MOS Exam on campus. no make-up opportunities.

Online Class assignments and exams will be in Blackboard and My Labs only.

Attendance

Attendance is vital for success. If a student misses three or more class dates, or any three assignments in class or online, then that student can be dropped by the instructor with an X or F grade. Attendance in Face to Face courses are called out anytime during the class period. Not being in class during that call out is considered an absence. Please realize in the online atmosphere each Module has weekly assignments. Missing any assignment in the online atmosphere is considered an absence, and 3 absences can result in a drop of the student by the instructor.

If the student has not attended class by the 12 day, they will be administratively dropped by South Plains College Registrar's Office. Then that student can be dropped by the instructor with an X or F grade.*

Grading Policy

Graded Course Activities

Course assignments, homework and expectations are clearly labeled in the Course Schedule, with Blackboard Modules.

Assessments will only be offered during class time, with no makeups. All

assessment dates are listed on the course schedule and inside Learning Modules. Assessments for online courses will be explained and accessed through SPC Blackboard.

There are no make-ups for missing due dates in Blackboard or in Class.

Late Work Policy

* Be sure to pay close attention to deadlines listed in the course schedule and mentioned in class—there will be **no make up assignments or make up quizzes or exams**, or late work accepted. College Classes are about daily practice and success in this class. To succeed a student requires daily practice through completed homework and assessments. Expect to spend about 9 – 10 hours per week completing college work and homework, making corrections and studying for class!

Plan for it.

Two hours daily, with a day in the week off. College is a daily commitment, with planning. Plan and you can and will succeed!

Viewing Grades in My SPC Blackboard

Points you receive for graded activities and assessments will be posted to the SPC Blackboard Grade Book. Click on the My Grades link on the left navigation to view your points. Grades are your mark for earned work and achievement. They are not to be shared in public.

Your instructor will update the online grades each time a grading session has been complete—typically 7 days following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

Letter Grade Assignment

Please note about Exam Time. Exams (in class) will begin promptly at the beginning of class time. When the exam begins, the door will be closed. **Students are not admitted to a test late.** A late arrival disrupts the testing environment for all students. Being late for an exam equals missing that exam, and a grade of zero will be earned.

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Important note: For more information about grading, sign into SPC Blackboard Clicking My Grades will send you to your individual grades for the course. Questions or concerns about grades should be address in private (Email, Phone Text/Call, or in Office to Dr. Daphne L. Lewis.

Call or Text 806-438-8066 or email dlewis@southplainscollege.edu
 Please do not post grading concerns inside our classroom discussion board.

A	100 % - 90 %	Excellent Work
B	89 % - 80 %	Good Work
C	79% - 70 %	Average Work
D	69 % - 60 %	Challenged
F	< 60%	Not Succeeding

Special Note about ITSW 2337 Advanced Database and MOS Certification

The ONLY on campus exam during this semester is the MOS Access Certification Exam.
NOTE: You must take the MOS Certification Exam. If you receive a 70% or above, you will be exempt from the Capstone Project (final) and receive a 100 for your final exam grade. The MOS Certification exam will be given May 1 at the Lubbock Center at 12:00 noon

Part 5: Course Policies and Attendance

Attend Class

Students are expected to attend all class sessions as listed on the course schedule. (Traditional Class, Blended Class and Online Class)

A student may be administratively withdrawn from the course when absences become excessive. Excessive absences mean: 3 or more absences, or and 3 or more tardies, and on the online classroom or face to face classroom, 3 or more missed assignments.

A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to NOTIFY THE INSTRUCTOR of the situation prior to the absence. Then it is the student's responsibility to complete work missed within a reasonable period as determined by the instructor.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting. Students who enroll in a course, but have **"Never Attended"** by the official census date, [12th class date] as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

After three absences or tardiness or a combination of (Absences and Tardies), the Instructor can drop a student from the course with a grade of X or F.

Online Attendance (Absent, Tardy, Late, Missing Assignment = No Sign ins)

All assignments for this course must be submitted on time in Blackboard. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment, except under extreme circumstances (approved only by the instructor).

All discussion board assignments must be completed by the assignment due date and time. Late or missing discussion board assignments will affect the student's grade.

Classroom Expectations: All students are expected to be prepared for class time. **Disruptive or unprofessional behavior in class is grounds for a student to be removed and dropped from class without notice.** Three tardiness or three absences during class periods or three missing assignments are all grounds for a student to be dropped from the course. Students can refer to the South Plains College Student Guide for more information about policies and procedures of South Plains College. <https://www.southplainscollege.edu/information-for/future-spcstudents/onlinepubs.php>

Exams: Exam time during class time is a schedule period in which students are tested on their knowledge and achievements. It is vital that all students attend exam periods on time and come prepared. It is essential that all students are provided with a fair, quiet testing environment conducive for success. It is the policy of this instructor to **close the door at class time during exam day**. Students will not be allowed into class late, nor or their make-up exam opportunities. A student missing an exam, will earn the grade of Zero in the gradebook.

The ONLY on campus exam during this semester is the MOS Access Certification Exam. **NOTE: You must take the MOS Certification Exam. If you receive a 70% or above, you will be exempt from the Capstone Project (final) and receive a 100 for your final exam grade. The MOS Certification exam will be given May 1 at the Lubbock Center at 12:00 noon**

Report Time is 12:00 Noon to room 120C

The exam will last one hour period. Once you complete this course in My IT Lab and the MOS Study Guide as well as the GMetric Text Prep you will be ready for success!

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider withdrawing from a course, please consider talking with your instructor first. Refer to the South Plains College Website for dates and deadlines for registration.

SPRING 2019 : APRIL 25 last day to drop a course.

Inform Your Instructor of Any Accommodations are Needed

South Plains College is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The purpose of Disability Resource Program is to assist students with disabilities to realize their academic and personal potential. Students with disabilities needing accommodation are required to contact the Disability Services listed below. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with faculty and the disability services.

South Plains College Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at
Levelland (Student Health & Wellness Office) 806-7162577,
Reese Center (Building 8) 806-716-4675, or
Plainview Center (Main Office) 806716-4302 or 806-296-9611.

DIVERSITY STATEMENT*

In this class, the teacher will establish and support an environment that values, nurtures individual, and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and

intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College).

Commit to Integrity

As a student in this course (and at this college) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. If a student disrupts class or the learning atmosphere for other students, that student will be asked to leave by the instructor, and dropped from the course.

Scans Competencies:

SCANS competencies incorporated within the structure and content of this class include: C1,C3,C5,C6,C7,C8,C15,C16,C17,C18,C19,C20 SCANS foundation skills incorporated within the scope of instruction and performance of this class include: F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F12,F13,F14,F15,F16,F17

Academic Integrity Policy

Academic Integrity It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her work, any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism. **The instructor reserves the right to administratively drop with an "F" any student whom is suspect of academic integrity violation.**

****Do not, under any circumstances, turn in another student's file as your own. Do not, under any circumstances, give your file/homework/assignment to anyone else to turn in as their own. Both situations are representative of academic integrity violations and will be treated as such.****

Instructor reserves the right to modify the syllabus, course schedule, Blackboard, My IT Lab at anytime during the semester . DLL 2019

ITSW 2337 Course Schedule for Spring 2019

Weekly	Start Dates	Due Dates	Topics
Start Semester	Monday, January 14	Tuesday to Tuesday	*Except Holidays Noted*
Week One : Module 1	Tuesday, January 15	Tuesday, January 22	Introductions, Blackboard, VPT, Email, Excel-Access
Holiday*	Monday, January 21	Day of No Classes	Day of No Classes
Week Two: Module 2	Tuesday, January 22	Tuesday, January 29	Go! Series 1 Getting Started with Access
Week Three: Module 3	Tuesday, January 29	Tuesday, February 5	Go! Series 2 Sort & Query a Database
Week Four: Module 4	Tuesday, February 5	Tuesday, February 12	Go! Series 3 Forms, Filters, Reports
Week Five: Module 5	Tuesday, February 12	Tuesday, February 19	Go! Series 4 Enhancing Tables
Week Six: Module 6	Tuesday, February 19	Tuesday, February 26	Go! Series 5 Enhancing Queries
Week Seven: Module 7	Tuesday, February 26	Tuesday, March 5	Go! Series 6 Customizing Forms Reports
Holiday*	Monday, March 11	Friday, March 15	Day(s) of No Classes
Week Eight: Module 8	Tuesday, March 5	Tuesday, March 19	Go! Series 7 Creating Advanced F/R
Week Nine: Module 9	Tuesday, March 19	Tuesday, March 26	Go! Series 8 Creating Macros
Week Ten: Module 10	Tuesday, March 26	Tuesday, April 2	Go! Series 9 Integrating Access
Week Eleven: Module 11	Tuesday, April 2	Tuesday, April 9	Go! Series 10 Admin Data & SQL
Week Twelve Module 12	Tuesday, April 9	Tuesday, April 16	MOS Study Guide 2016 Chapters 1, 2 and 3
Week Thirteen: Module 13	Tuesday, April 16	Tuesday, April 23	MOS Study Guide 2016 Chapters 4 and 5
Week Fourteen: Module 14	Tuesday, April 23	Thursday, April 25	GMetrix Exam Prep (Online) Practice MOS Exam Online
Week Fifteen: Module 15 FINAL EXAMS	Wednesday, May 1 South Plains College Lubbock Center Ave.Q & 41	FACE TO FACE REPORT 12:00 Report to Room 120C 12:30 – 1:30 pm	MOS ACCESS Certification Exam (1 hour Time Limit)

