BAAS 408 Problem Solving with Databases

COURSE SYLLABUS: Fall 2018

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Location: AG/IT 233C
Office Hours: Online and by appointment
Office Phone: 903-669-6221 (my cell, use it only in emergencies)
Office Fax:
University Email Address: tina.lancaster@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: 4-12 hours

COURSE INFORMATION

Required Materials: MIS Cases, Decision Making with Application Software, 4th Edition, ISBN 978-0-13-238105-5, by Lisa Miller

Microsoft Access included in MS Office.

You can use MS Office 2013 or 2016. You can also use Office 365 Personal which is available via https://products.office.com/en-us/compare-microsoft-office-products for $69/year. Be sure and get the Personal edition that includes Access.

Course Description

This course will bring advanced skills to students through data analysis and provide deep understanding of the results of the analysis. Using industry standard software tools, case studies will be utilized that will focus on real world organizational problems. Students will focus on identifying the problem, using software to produce results and defending those results through analysis.

Student Learning Outcomes

- Demonstrate the ability to identify a problem and suggest solutions in a proactive manner

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- Make a decision based upon relevant data
- Demonstrate the ability to analyze and interpret data
- Utilize industry standard software to manage and solve problems
- Demonstrate trouble-shooting skills

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must become proficient using D2L Brightspace and should be able to use Microsoft Word. Knowledge of Microsoft Access or any database program is not required to be successful in this course. Knowledge of a compression program such as WinZip is required. Students should know how to rename files and attach files to an email and to the appropriate drop box for file submission. Students must have access to a Windows PC or laptop; MS Access isn't support for Apple products.

Instructional Methods

This course is structured around the text book cases, with each case adding new materials for student learning. Each case comes with accompanying videos to walk students through the new activities. These videos can be found within the Assignments in D2L and links to them with descriptive names are also found in this document. Each week there will be a database due and we will build on the information learned in the previous week. There are also periodic quizzes to assess student progress.

Student Responsibilities or Tips for Success in the Course

Students are expected to log into the course at least 3 times per week and check their emails. Announcements and emails are posted on Mondays and may come periodically. It is recommended that you work on the database homework each day, as these are challenging exercises and will take several hours to complete. Also, even though the homework isn't due until Sunday nights at midnight, your instructor has limited availability on Sundays, so get your questions in early and often.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

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Assessments

All learning outcomes will be assessed with each database assignment. Databases will be graded on how many requirements there are for each assignment. More weight is given to the new features that will be learned each week. Thus, if there are 10 queries, 2 forms, 2 reports, each of these items would be worth 7 points. Thus, the number of points for each item will vary with each assignment. Not every item is graded; new elements will be weighted more than 'older' elements.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A

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Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive

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- o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - o Sound card, which is usually integrated into your desktop or laptop computer
    - o Speakers or headphones.
    - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player https://get.adobe.com/shockwave/
    - o Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

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Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Brightspace Support
Need Help?
Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

I strongly prefer email as the standard form of communication in this class. Please keep phone calls to a minimum. I expect your emails to be professionally prepared. For example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc,

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 4-12 hours Monday-Saturday, 10-8. If a face-to-face conference is required

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between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Papers or documents will not be accepted for grading through fax or as e-mail attachments. REMEMBER, the instructor does not grade late or incorrectly submitted assignments. BE SURE the filename of your document is Lastname_DatabaseName.

Late work is not accepted. This document outlines the due dates for all homework, but most will be due on Sunday nights at midnight.

No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Writing assignments must be delivered prior to the established deadline when "excused absences" interfere with the course calendar. Late work receives a grade of zero. Students may submit work before the due dates; however, assignment grades will be posted after the assignment due date. Since late assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals. I expect that your completed assignments will always reflect your best effort.

It is the student's responsibility to:
- Stay active in the course by logging into the course on a regular daily basis.
- Always read every course announcement on the homepage of the course. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the D2L system.
- Be able to proficiently use Microsoft Office and a computer operating system (Microsoft Windows).
- Be able to save documents created to Microsoft Office 2013 or 2016
- Have one reliable and one backup reliable Internet connection.
- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time in which to complete the assignment. To be successful, you will need to read assignment instructions many times.
- Ask questions about assignments via e-mail well before the due date. Submit all assignments before or on the due date. I can usually tell when an assignment is

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submitted as a last minute effort. If you have a question about your database, please compress (ZIP) the database to attach it to the email, otherwise my email program will block it. DO NOT zip them for the submission folder in D2L.
- Submit assignments in the appropriate format and to the appropriate Dropbox.
- Read the instructor's individual grade comments in the Gradebook attached to each assignment.
- Ask questions that are not answered in the course syllabus, individual assignment details, or posted to course announcements.
- Always submit your best effort.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

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[Undergraduate Academic Dishonesty 13.99.99.R0.03](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf)

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

[Graduate Student Academic Dishonesty 13.99.99.R0.10](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf)

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal

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Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date	Points
Read Syllabus	D2L	09/02/2018	
Submit Academic Honesty Policy	D2L	09/02/2018	50
Student Introduction	D2L	09/02/2018	50
Review Access Basic Video Lessons 1-6	Videos 1-6	09/02/2018	
Review Video	Input Mask Video	09/02/2018	
Assignment 1		09/09/2018	100
Review Access Basic Video Lessons 7-11	Videos 7-11	09/09/2018	
Quiz 1		09/09/2018	75
Assignment 2		09/16/2018	100
Quiz 2		09/16/2018	50
Assignment 3, Koko's Canine Pet Club page 97	Read the assignment thoroughly	09/23/2018	100
Review Access Video	Creating Tables and Importing Data	09/23/2018	
Review Access video	Lookup Wizard	09/23/2018	
Review Access video	Relationships	09/23/2018	
Review Access video	Aggregate Functions and calculated fields	09/23/2018	

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Review Access video	Calculated fields	09/23/2018	
Review Access Video	Combo Boxes	09/23/2018	
Assignment 4, Susan's Special Sauces	Read the assignment thoroughly	09/30/2018	100
Quiz 3		09/30/2018	50
Review Access Video	Form and subforms	09/30/2018	
Review Access Video	Review of queries	09/30/2018	
Review Access Video	Calculated Field	09/30/2018	
Review Access Video	Query for Number 4	09/30/2018	
Review Access Video	Query for Number 5	09/30/2018	
Review Access Video	Using a Combo Box to retrieve records	09/30/2018	
Assignment 5 Friends in Need		10/07/2018	100
Review Access Video	Chart Wizard1 Chart Wizard2	10/07/2018	
Review Access Video	Cross Tab Query Cross Tab Query 2	10/07/2018	
Assignment 6 Second Time Around Movies		10/14/2018	100
Review Access Video	Calculated fields and IIF statement	10/14/2018	
Review Access video	Not Query	10/14/2018	
Review Access Video	Report with Totals	10/14/2018	
Assignment 7 Elusive Moose RV Park		10/21/2018	100
Review Access video	Tab Control	10/21/2018	
Assignment 8 Tyrone's Arcade Games		10/28/2018	100

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Quiz 4		10/28/2018	30
Review Access Video	Create calculated field from subform	10/28/2018	
Review Access Video	Mail Merge	10/28/2018	
Assignment 9 ABC Inc.'s Health Benefits		11/04/2018	100
Review Access Video	Calculated Fields 2	11/04/2018	
Assignment 10 Wright Brothers' Airport Shuttle Service		11/11/2018	100
Review Access video	Form Button Macro	11/11/2018	
Assignment 11 Natalie's Tours		11/18/2018	100
Assignment 12 Healthy Plant and Tree Nursery		11/25/2018	100
Final Assignment Letty's Costumes		12/09/2018	200

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