



## **BAAS 408 Problem Solving with Databases**

COURSE SYLLABUS: Spring 2020

### **INSTRUCTOR INFORMATION**

Instructor: Tina Lancaster

Office Location: Library, 2<sup>nd</sup> Floor, Office 228

Office Hours: Online, Monday-Saturday, 10 a.m.- 8 p.m.

Phone: 903-669-6221 (my cell, use it only in emergencies)

University Email Address: [tina.lancaster@tamuc.edu](mailto:tina.lancaster@tamuc.edu)

Preferred Form of Communication: **Email**

Communication Response Time: 4 -12 hours

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

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

**Required Materials:** MyLab IT with Pearson eText--Access Card--for Exploring Microsoft Office 2016

Mary Anne Poatsy

0134455878 | 9780134455877

This can be purchased at [www.myitlab.com](http://www.myitlab.com). Create an account, unless you already have one, then Enroll in the course. If you already have a Pearson account, you only need to enroll in the class with your Access code and the Course ID.

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The course ID for this class is: **lanaster57409**

Once you're enrolled in the course and enter it, you'll see a Student Getting Started screen. PLEASE go through all of this! The eCourse is nicely set up, but it will be foreign to you and you'll need the help in this document. Be sure and do this because we'll be moving through the material quickly! Once you have gone through and read the Getting Started Guide, return to the home screen and Set Up MyITLab. If you have problems with the site go to: <https://support.pearson.com/getsupport>

### **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, students will learn to maneuver and build databases using Microsoft Access. This course also brings the opportunity for students to take the MS Access certification exam.

### **Student Learning Outcomes** (Should be measurable; observable; use action verbs)

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

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email and to the appropriate drop box for file submission. **Students must have access to a Windows PC or laptop; MS Access isn't supported for Apple products.**

### **Instructional Methods**

This course is built around My IT Lab for Microsoft Access 2016. Within the MyLab environment, there are many activities, simulations, and videos to improve student learning. There will be Capstone Activities for each of the 10 chapters, as well as an end of chapter quiz. Students will have 3 opportunities to turn in their assignments, including their 2 final projects that are capstones for several chapters.

### **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.

### **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

### **Assessments**

All learning outcomes will be assessed with each database assignment. Chapter Capstone Activities will be 30% of the final grade, with Quizzes being 10%. The 2 final Capstone Activities, one over Chapters 1-4 and one over Chapters 5-10, will be 20% of your grade. Case studies from your textbook will be 40% of your final grade. There are 3 of these. Extra Credit is given for Student Introductions, but no other extra credit will be available. All assignments are due on Saturday nights at **10:59 P.M.**

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

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LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **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](mailto:helpdesk@tamuc.edu).

**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**

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **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,

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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 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.

Late work is not accepted. This document outlines the due dates for all homework, but most will be due on Saturday nights at 10:59 PM.

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.

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- 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 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.**
- 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:

<https://www.britannica.com/topic/netiquette>

### **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>

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## **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:

### [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<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>

## **Students with Disabilities-- ADA Statement**

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](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<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.

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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 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	01/18/2020	
Submit Academic Honesty Policy	D2L	01/18/2020	
Student Introduction	D2L	01/18/2020	5 Bonus Points
Read Chapter 1 of the eText and do hands on exercises and simulations	eCourse	01/18/2020	
Chapter 1 Capstone	eCourse	01/25/2020	100
Chapter 1 Quiz	eCourse	01/25/2020	100
Read Chapter 2 of the eText and do the hands on exercises and simulations	eCourse	02/01/2020	
Chapter 2 Capstone	eCourse	02/01/2020	100
Chapter 2 Quiz	eCourse	02/01/2020	100
Read Chapter 3 of the eText and do hands on exercises and simulations	eCourse	02/15/2020	
Chapter 3 Capstone	eCourse	02/15/2020	100
Chapter 3 Quiz	eCourse	02/15/2020	100
Koko's Canine Pet Club	D2L	02/15/2020	100

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Read Chapter 4 in the eText, do the hands on exercises and simulations	eCourse	02/22/2020	
Chapter 4 Capstone	eCourse	02/22/2020	100
Chapter 4 Quiz	eCourse	02/22/2020	100
Mid-Term Capstone, Chapters 1-4	eCourse	03/07/2020	100
Read Chapter 5 in the eText, do the hands-on exercises and simulations.	eCourse	03/14/2020	
Chapter 5 Capstone	eCourse	03/14/2020	100
Chapter 5 Quiz	eCourse	03/14/2020	100
Susan's Special Sauces	D2L	03/21/2020	100
Read Chapter 6 in the eText, do the hands-on exercises and simulations.	eCourse	03/28/2020	
Chapter 6 Capstone	eCourse	03/28/2020	100
Chapter 6 Quiz	eCourse	03/28/2020	100
Read Chapter 7 in the eText, do the hands-on exercises and simulations	eCourse	04/11/2020	
Chapter 7 Capstone	eCourse	04/11/2020	100
Chapter 7 Quiz	eCourse	04/11/2020	100
Friends in Need	D2L	04/11/2020	100
Read Chapter 8 in the eText, do the hands-on exercises and simulations	eCourse	04/18/2020	
Chapter 8 Capstone	eCourse	04/18/2020	100
Chapter 8 Quiz	eCourse	04/18/2020	100
Read Chapter 9 in the eText, do the hands-on exercises and simulations	eCourse	04/25/2020	
Chapter 9 Capstone	eCourse	04/25/2020	100
Chapter 9 Quiz	eCourse	04/25/2020	100
Read Chapter 10 in the eText, do the hands-on exercises and simulations	eCourse	05/02/2020	

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Chapter 10 Capstone	eCourse	05/02/2020	100
Chapter 10 Quiz	eCourse	05/02/2020	100
Final Capstone, Chapters 5-10	eCourse	05/06/2020	100

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