To access COVID-19 information, please visit the Stay Healthy Lions Webpage.

BAAS 408 Problem Solving with Databases 01W
COURSE SYLLABUS: **Summer 1, 2023**

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Location: Online
Office Hours: Monday-Saturday, 10 a.m. – 8 p.m.
Office Phone: 903-669-6221 (Text preferred)
University Email Address: Tina.Lancaster@tamuc.edu
Preferred Form of Communication**: Email.**
Communication Response Time: Emails, 2-4 hours, grades will be posted in D2L on Mondays following their due dates on Saturday at 10:59 P.M.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Required Materials: You will need access to MyITLab for the course and eText. You can purchase your access code and eText through the bookstore. **You will enter MyLab via D2L/Brightspace.**

MyLab IT for Office 2016: Exploring Series
Author(s):
Textbook ISBN-13: 9780134455884
Series:

The above includes the Pearson eText for your course, but if you want a hard copy here's that ISBN. There is an option for a print copy within your course.
Text Book ISBN-13: 9780134455884

You will also need Microsoft Office 2016, home and student edition works, or you can use Microsoft Office 365.

You need access to a Windows PC, as Mac's are not supported in this course.
You will enter the MyLab via D2L under Content, MyLab

The *syllabus/schedule are subject to change.*

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 is included in MS Office. You can download, free, Office 365 from Apps in Myleo.

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. You can earn 2 Microsoft Badges within the course! This course also prepares you to take the MS Access certification exam.

Student Learning Outcomes

- 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

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Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

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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 and how you earn your badges with a 90% or better on the midterm and final.

Assessments

All learning outcomes will be assessed with each database assignment.

Item	Worth
Chapter Capstone Homework	**50%**
Chapter Quizzes	**20%**
Mid-Term and Final Exams	**30%**
Total	**100%**

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

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 the technical requirements

Learning Management System (LMS) Requirements:
View the Learning Management System Requirements Webpage.

LMS Browser Support:
Learn more on the LMS Browser Support Webpage.

YouSeeU Virtual Classroom Requirements:
Visit the Virtual Classroom Requirements Webpage.

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**.**

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 on the Brightspace Support Webpage.

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 hours provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily. I strongly prefer the **Q & A Forum** so that I can share answers with the entire class; however, if you have something of a personal nature to discuss, by all means, email me.

All emails from students should include:

- **Course name and subject in the subject line**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:
Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form
Graduate Student Academic Dishonesty Form

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Undergraduate Academic Dishonesty Policy
Undergraduate Student Academic Dishonesty Form

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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
Velma K. Waters Library Rm 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

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.

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Materials to Read or Review	Assignments	Due Date
Read the syllabus Respond to the student introductions and academic honesty policy Read Chapter 1 Read Chapter 2	Chapter 1 Simulations Chapter 1 Capstone Homework Chapter 1 End of Chapter quiz **Chapter 1 Video** Chapter 2 Simulations Chapter 2 Capstone Homework Chapter 2 End of Chapter quiz Video for Chapter 2	06/10/2023 10:59 P.M. 06/10/2023 10:59 P.M. 06/10/2023 10:59 P.M. 06/10/2023 10:59 P.M. 06/10/2023 10:59 P.M. 06/10/2023 10:59 P.M.
Read Chapter 3 Read Chapter 4	Chapter 3 Simulations Chapter 3 Capstone Homework Chapter 3 End of Chapter quiz Chapter 3 Video Chapter 4 Simulations Chapter 4 Capstone Homework Chapter 4 End of Chapter quiz Chapter 4 Video	06/17/2023 10:59 P.M. 06/17/2023 10:59 P.M. 06/17/2023 10:59 P.M. 06/17/2023 10:59 P.M. 06/17/2023 10:59 P.M. 06/17/2023 10:59 P.M.
Mid-Term Exam Read Chapter 5 Read Chapter 6	Chapters 1-4 Capstone Homework Chapter 5 Simulations Chapter 5 Capstone Homework Chapter 5 End of Chapter quiz Chapter 5 Video Chapter 6 Simulations Chapter 6 Capstone Homework Chapter 6 End of Chapter quiz Chapter 6 Video	06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M. 06/24/2023 10:59 P.M.
Read Chapter 7 Read Chapter 8 Read Chapter 9	Chapter 7 Simulations Chapter 7 Capstone Homework Chapter 7 End of Chapter quiz Chapter 7 Video Chapter 8 Simulations Chapter 8 Capstone Homework Chapter 8 End of Chapter quiz No video for Chapter 8 Chapter 9 Simulations Chapter 9 Capstone Homework Chapter 9 End of Chapter quiz Chapter 9 Video	07/01/2023 10:59 P.M. 07/01/2023 10:59 P.M 07/01/2023 10:59 P.M 07/01/2023 10:59 P.M 07/01/2023 10:59 P.M . 07/02/2022 10:59 P.M 07/01/2023 10:59 P.M . 07/01/2023 10:59 P.M 07/01/2023 10:59 P.M .
Read Chapter 10	Chapter 10 Simulations	07/06/2023 10:59 P.M.

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	Chapter 10 Capstone Homework Chapter 10 End of Chapter quiz Chapter 10 Video	07/07/2022 10:59 P.M 07/07/2022 10:59 P.M
Final Exam	Chapters 5-10 Capstone Homework	07/07/2022 10:59 P.M.

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