GRAYSON COLLEGE
Course Syllabus
ITSW 1307

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information
ITSW 1307 Introduction to Database   **8-week format – Internet**

Type of Course/Delivery Mode/Testing Requirements
This is an internet course, meaning the coursework will be all on-line. All assignments and testing will be administered via Canvas or the textbook publisher's SAM tool. No proctors will be required for testing.

Professor Contact Information
Instructor Name: Dr. Wade T. Graves   *E-mail:*   gravesw@grayson.edu
Office Phone: 903-463-8658   *Office Hours:* By appointment CIS 105B
Dr. Wade T. Graves is classified as a "Scholarly Academic" by the AACSB (Association to Advance Collegiate Schools of Business) under its 2020 Business Accreditation Standards.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
Broadband internet access.

Course Description
ITSW 1307. Introduction to Database (3-1-3).
Introduction to relational and non-relational database theory and the practical applications of contemporary databases. Topics may adapt to changes in industry practices.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Identify and differentiate the application of relational and non-relational databases.
2. Identify database terminology and concepts.
3. Plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.

Required Textbooks and Materials

1. **Textbook:** A *Cengage Unlimited* subscription is required for this course.
   NOTE: This course is based on **The Shelly Cashman Series, Microsoft Office 365 Access 2019, 1st Edition,** Cengage Learning. ISBN-13: 978-0-357-02639-7. (Note: The ISBN is for a print copy of the book so you can order one from Cengage Unlimited).
2. **Software**: Microsoft Office 2019 & MS Access 2019 (free student download from Grayson College), Respondus LockDown Browser.
3. **Powerful computer** – NOTE: A Chromebook or MacBook won't cut it for this course. You MUST have a desktop or laptop for this course. The more powerful, the better!
4. High speed (Broadband) internet access and a Windows-based computer. **A note to Mac Users -** The MacBook Pro **does not support** Microsoft Access so you will need to make arrangements to use a Windows-based computer with MS Access on it. Many students using other Apple products have reported issues with other project elements of this course when attempting to access SAM Projects. Use an Apple product in this course at your own risk. **NOTE: Chromebooks will not run Microsoft Office.**
5. A web camera & microphone attached to the Windows-based computer you will be using to complete your assignments.

Required Assignments & Academic Calendar

Completion of all weekly assignments and discussions will earn students attendance points. Attendance will be assessed weekly and reported to the appropriate college personnel. All work expires on the expiration date at 11:59pm. Work submitted after the due date but before the expiration date will be counted as "tardy" for attendance points. Due dates are designed to help you pace yourself through the course. Expiration dates are absolute and occur each Sunday night at 11:55PM. If you fall behind on the due dates, a note might be sent to check on you but it is your responsibility to reach out to the professor.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course Summary:

Week 1	Orientation modules and Access Module 1 **(Approximately 6-11 hours required/week to complete the module assignments -- time varies by week & level of difficulty)**
Week 2	Microsoft Access Module 2
Week 3	Microsoft Access Module 3
Week 4	Microsoft Access Module 4
Week 5	Microsoft Access Module 5
Week 6	Microsoft Access Module 6
Week 7	Microsoft Access Module 7
Week 8	Final Exams – NOTE: Course ends on Wednesday at 11:55pm – Plan accordingly!!

NOTE: Except for Week 8, everything expires on Sunday at 11:55 PM each week. Follow the due dates as listed in the Weekly Course Modules and, if necessary, use the weekend to catch up.

Methods of Evaluation

To earn an A in this course, you must complete all assignments as well as maintain an A average on your work.

Grading Scale:

Categories	Percentage
A	89.5% - 100%
B	79.5% – 89.4%
C	69.5% - 79.4%
D	59.5% - 69.4%
F	59.4% and below

Grading Criteria:

Categories	Percentage
MindTap/SAM Training Material	25% of total
MindTap/SAM Projects	35% of total
Discussions & Attendance	10% of total
Module Tests	20% of total
Final Exam	10% of total

Grades for all assignments, exams, and quizzes will be posted on-line on Canvas to allow student verification of grades.

Methods of Instruction

Since this is an Internet course, there will be no classroom face-to-face time. However, this does not mean that you will be alone or cannot receive assistance.

Please note the following:

1. Since this is a 100% Internet-based course, there will be no face to face on campus meetings required for this course. However, if you need help, please contact the instructor via Canvas email first, then by office phone or office email. Please do not hesitate to seek assistance.
2. On-line attendance will be assessed and graded by timely completion of the on-line assignments.
3. On-line monitoring of students by the instructor will be done via Canvas tracking.
4. This is a reading intensive course. Students must be prepared to spend a significantly longer amount of time on this class than for an on-campus class.
5. Since this is an Internet-based course, it is highly recommended that students have access to a high speed internet connection and up-to-date computer hardware running Windows version 7 (or later – Windows 10 preferred). All course work will be administered via Canvas and SAM, so the appropriate Canvas functionality on student computer hardware is required. If you do not have access to these facilities, please contact the instructor for information on available facilities on campus.
6. The best method of avoiding technical problems is to do your assignments early, leaving enough time to work through any issues (network down, Canvas down, etc.). Adjustments will be made only for technical issues that occur with equipment or services (Canvas outages, etc.) that are beyond the control of the instructor.
7. All assignments consist of questions that are randomly selected at the time the assignment is started by a student, so no two students will encounter identical assignments. This is done to ensure academic integrity.

Course & Instructor Policies

Class attendance

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or on-line, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester timeframes such as minimester, summer sessions, and 8week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

Appropriate attendance for this class will be determined by the level of assignment completion and by class participation as tracked via Canvas. Lack of assignment completion in this class will obviously produce a detrimental impact on the student's grade. In order to be counted as having attended a class

before the census date, the student must complete the academic assignments in the Canvas Modules above the "Official Roll Notification" point.

If you find yourself in over your head, please observe the drop dates on the course schedule. You may drop this class by calling the Registrar's Office at 903-465-6030. Please do not "disappear" for two or three weeks and suddenly "reappear" and ask to be given special permission to make up the required work. If you are unable to complete course assignments for any length of time during the semester due to medical issues, family emergencies, etc., let your instructor know as soon as possible to make the appropriate arrangements.

Extra Credit
None.

Make-up Assignments
There will be **NO** "make-up assignments" for exams missed due to absences that are not for official school activities **and** approved by the instructor in advance. Assignments missed for any other reason will be recorded with a grade of 0.

TSI Proficiency
The TSI is required by Texas law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TSI includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of each student. This course has been identified as a *Reading Intensive* course for the purposes of TSI.

How to Succeed in This Class
Motivation and effort on the part of the student determines success in class. Here are some guidelines and suggestions for you to follow of you are a new student and want to succeed. First, be consistent by keeping up with the class material. Second, prepare a calendar which lists all test and homework assignment due dates for all classes. Third, summarize the course material to maintain a "high-level" understanding of the material. Fourth, always remember that you are solely responsible for keeping up with the course material; you won't have an instructor constantly reminding you what to do, so be proactive. Finally, turn all work on (or ahead of) time, **read the textbook, and make use of the web site resources provided by the publisher of your textbook.** Remember that what you get out of college is directly proportional to the amount of time and effort you put into college.

"Late Assignment" Policy
You should allow yourself ample time to submit your assignments before the due date. Since some of your assignments might be submitted on-line, and excuse of *"I couldn't access the computer to turn in my assignment because ..." will not gain you any sympathy or extra time*. Assignments will **NOT** be accepted after the weekly expiration date. On-line quizzes may not be submitted late. You will have plenty of time for every assignment and quiz; do not wait until the last minute!

"Testing Out" Policy

You may not "test out" of this class. If you feel that the course level is below your present abilities, please contact your instructor during the first week of class so you can be enrolled in a more challenging course.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,

- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information • Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Plagiarism will result in a grade of F for the first assignment and a grade of F for the course for any additional assignments.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly Harris, Title IX Coordinator (903-463-8714)
Ms. Logan Maxwell, Title IX Deputy Coordinator- South Campus (903) 415-2646
Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)
GC Counseling Center: (903) 463-8730
For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

**Grayson College campus-wide student policies may be found on our Current Student Page on our website: http://grayson.edu/current-students/index.html

SCANS Competencies For ITSW 1307			
RESOURCES 1.1 Manages Time	**INTERPERSONAL** NONE	**INFORMATION** 3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information 3.3 Interprets and Communicates Information 3.4 Uses Computers to Process Information	**SYSTEMS** 4.1 Understands Systems 4.3 Improves and Designs Systems
TECHNOLOGY 5.2 Applies Technology to Task 5.3 Maintains and Troubleshoots Technology	**BASIC SKILLS** 6.1 Reading 6.2 Writing	**THINKING SKILLS** 7.1 Creative Thinking 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.6 Reasoning	**PERSONAL QUALITIES** 8.1 Responsibility 8.4 Self-Management 8.5 Integrity/Honesty