ITSW 2337 – Advanced Database Access (MS Access)

Semester – Spring 2011

Final Exam for this course is conducted ONLY at Spring Branch Campus
IT IS NOT OFFER ONLINE
Final Exam Schedule As Follow:
May 6 (Room 120) From 12:00 PM – 5:00 PM (No admission after 3:00 PM)
OR
May 7 (Room 120) From 9:00 AM – 3:00 PM (No admission after 1:00 PM)
Distance Education Section
Delivered via the Internet – 24/7 at your convenience
Using Blackboard Vista (go to: http://online.hccs.edu )

Professor: Alireza Nikzad - Phone 713-718-5546 (Leave a Voice Message)
Please note, I respond to email much quicker than I respond to phone messages.

Regular E-mail: alireza.nikzad@hccs.edu
Go to Course Site: http://hccs.blackboard.com/webct/entryPageIns.dowebct
Office Hours: By appointment as needed,

Complete Syllabus: The course syllabus consists of this instructor provided section and four other items. Please click on the following links and print out the additional information:
1. Catalog Entry and Text Book (specific to this course)
2. Course Content (specific to this course)
3. Standard Department Syllabus
4. Standard CSCI Distance Ed Course Information

These four parts are prepared by the Computer Science Technology Department and are available on the department web site at: http://csci.hccs.edu under “Course Listing” then “Catalog Course Descriptions” for the BCIS1405 course. They are also linked inside the Blackboard Vista course under the “Syllabus” icon on the Course Contents menu item.
**Blackboard Vista Delivery of Instruction:** This course is delivered to the student using Blackboard Vista (educational delivery software). The course materials were prepared by a group of instructors assigned to build this course incorporating the new MS Access software.

**Required Materials:** This course requires the use of:

1. Adequate hardware including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 4 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]).
2. Windows XP – SP2 or Window Vista operating system
3. Internet Explorer version 6 or 7 (your web browser software)
4. High speed Internet access (DSL or cable - dial up will NOT work)
5. REAL PLAYER software (which is free) (if needed),
6. and **Office 2007 Professional**

   a. You must have Office 2007 on an accessible computer in order to complete the assignments. This means that you must have access to **Access 2007**.
   b. If you encounter problems with your computer resources, you must be able to go to an open lab here at the college that has the software.
   c. The final exam will be given on equipment with Office 2007 Professional only, so you must be familiar with this, and only this version.

**Academic Dishonesty:** Academic dishonesty (aka., cheating) is taken seriously. All work must be done independently. You may always ask your instructor for help. You can even ask friends and family for help in order to gain a better understanding of certain concepts. However, you must start and finish the work independently. If you are sharing a computer or book with another student, you must keep your work in separate folders, and start and complete the work independently. It is very easy to determine if files have been copied and modified, etc... Copying a file from another student, and then making minor changes to that file is cheating. Normally you will receive an “F” in this course for Academic Dishonesty. Additional information is inside of the Blackboard Vista course materials.

**Acceptance Guidelines:** Not all people are well suited for independent study. A general set of guidelines is used to determine if you should be accepted into the Distance Education sections of BCIS1405. These guidelines will require you to:

1. Be self motivated or self starter: This usually means having completed at least 6 credit hours of college and having a cumulative GPA of 2.5 or better. Exceptions must be approved by the instructor.
2. Meet the course prerequisites: This means being ready for ENGL1301 and MATH1314 (i.e. no remediation needed) and high school computer literacy or equivalent.

3. Already be familiar with microcomputers by having used:
   b. A word processing software product
   c. A spreadsheet software product
   d. An Internet browser
   e. Files and folders. This means that you should be able to create, rename, delete, locate, move and copy files and folders. You should also be familiar switching between the icon view and the details view in My Computer/Windows Explorer. A basic understanding of the above file management skills is required.

4. Have access to computer resources:
   a. either, have adequate hardware with software installed on a computer at home or work including adequate Internet access with DSL or cable speed
   b. or, be able and willing to use open lab times provided by the college to complete the course.
   c. Please note, the network or computer going down the night before an assignment is due is NOT a valid excuse. Assignments have ample lead time before the Official Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem.

**Student Attendance/Participation is Mandatory:** As a Distance Education section of this topic, you must make satisfactory progress in this course. **Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 89 points (which is more than 12.5% of the course work prior to the Final Exam).** Contact the instructor if you are having a problem (our course is on a 1000 point scale). If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals (4:30 pm., November 6th), you should see the Registrar and properly withdraw so that you will receive a W. **After the withdrawal date deadline, the instructor is not able to withdraw you.** If you quit participating in the course after the Last Day for Administrative/Student Withdrawals, you will receive an F. This will apply to all students. Incomplete grades are rarely given.

Thus, as your Professor, I expect to have regular contact with you during the semester. Most of this contact will be electronically within the Blackboard Vista environment. Most interaction will be via the Mail, Announcements and Discussion tools and grading of lab assignments.

**Professor Participation:** I will normally enter the course via Blackboard Vista every business day (Monday thru Friday unless it’s a Holiday), however for a variety of reasons (sick, out of town, computer broken, internet connection not working, etc.) I may not enter the course on a given day. Often I will enter the course more than once on a business day. I will usually enter the course on Saturday morning, but not always. Sometimes, I will enter the course on Sunday. Thus, it might appear that you have 24/7 instructor response and you could wrongfully expect
immediate response to all your needs. I will try to respond quickly and you should normally have a response within 3 business days, so don’t panic if you don’t get a response in 30 minutes.

I will normally grade any lab assignments within 7 days after the “Official Due Date” for the assignment. All quizzes are self grading and students can see their results immediately.

I will read all Blackboard Vista “Mail” every time I enter the course and normally will respond that same day. Once in a while a student’s question requires a couple of days for me to research his question to allow me to formulate a good (correct) response.

Information for Students with Disabilities: Refer to “Standard CSCI DE Course Information” part of the syllabus.

Final Grade: Your final grade will be posted within your Blackboard Vista course; however official grades are provided to students by the Registrar and are available shortly after the end of the semester. There is no other official method of posting a student’s final grade. Final grades will not be given over the telephone by either the professor or any HCCS employee. If you need an official transcript, see the registrar and request a transcript be sent after posting of the grades for the semester.

During the course, your progress (lab assignment and quiz scores) will be reported to you via the “My Grades” feature within Blackboard Vista. You should check this regularly to confirm your progress in the course is current.

US Mailing Address, Telephone and Email Address: Make sure that your address is correct on your student ID card and that HCC has your correct telephone and email information.

Detailed Course Evaluation: There will be a 1,000 point system used to determine the grade for this course per the following:

Class Schedule: The below due dates are established so as to prevent “Procrastination” on your part. It is “strongly suggested” that students set a regular study schedule. This will allow them to complete materials on or before the “Suggested Completion Date”. Students that work ahead will be able to handle unexpected situations that will occur in their life. Not working ahead might cause them to miss the due date for a Learning Module.

Assignments not received and quizzes not taken by the “Official Due Date” for a Learning Module will not be received and will be given the grade of zero.

Assignments must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the “Official Due Date”. The “Suggested Completion Date” is when we highly recommend finishing the module. The “Official Due Date” is when the module MUST be submitted. Remember, you can always turn in assignments before the Official Due Date, but never after.
If you are having problems completing course materials on time, chat with the instructor before the “Official Due Date”.

See below for schedule:
<table>
<thead>
<tr>
<th>Suggested Completion Date</th>
<th>Official Due Date</th>
<th>Learning Module</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 18</td>
<td></td>
<td>Become comfortable with the course</td>
<td></td>
</tr>
<tr>
<td>Jan. 24</td>
<td>Jan. 26</td>
<td>Managing your Files</td>
<td>10</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Jan. 31</td>
<td>Getting Started with Microsoft Office 2007</td>
<td>50</td>
</tr>
<tr>
<td>Feb. 04</td>
<td>Feb. 11</td>
<td>Creating a Database (Session 1.1 or 1.2)</td>
<td>40</td>
</tr>
<tr>
<td>Feb. 11</td>
<td>Feb. 18</td>
<td>Building a Database and Defining Table (Session 2.1, or 2.2)</td>
<td>60</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>Feb. 25</td>
<td>Maintaining and Querying a Database (3.1 or 3.2)</td>
<td>20</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>Mar. 3</td>
<td>Creating Forms and Reports (4.1)</td>
<td>20</td>
</tr>
<tr>
<td>Mar. 3</td>
<td>Mar. 10</td>
<td>Creating Forms and Reports (4.2)</td>
<td>20</td>
</tr>
<tr>
<td>Mar. 12</td>
<td>Mar. 20</td>
<td>Creating Advanced Queries &amp; Enhancing Tale Design (5.1)</td>
<td>30</td>
</tr>
<tr>
<td>Mar. 20</td>
<td>Mar. 26</td>
<td>Creating Advanced Queries &amp; Enhancing Tale Design (5.2)</td>
<td>40</td>
</tr>
<tr>
<td>Mar. 26</td>
<td>Mar. 31</td>
<td>Using Form Tools &amp; Create Custom Forms (6.1)</td>
<td>40</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Apr. 07</td>
<td>Using Form Tools &amp; Creating Custom Forms (6.2)</td>
<td>40</td>
</tr>
<tr>
<td>Apr. 07</td>
<td>Apr. 14</td>
<td>Creating Custom Reports (7.1, or 7.2)</td>
<td>60</td>
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<tr>
<td>Apr. 14</td>
<td>Apr. 21</td>
<td>Sharing, Integrating , and analyzing Data (8.1)</td>
<td>60</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Apr. 28</td>
<td>Using Action Queries &amp; Advanced Table Relationship (9.2)</td>
<td>60</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>May. 5</td>
<td>Automating Tasks with Macros (10.1)</td>
<td>70</td>
</tr>
<tr>
<td>N/A</td>
<td>May 6 &amp; 7</td>
<td>Final Exam (on-campus ONLY – Spring Branch Center)</td>
<td>300</td>
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</tbody>
</table>

**Total** 1000

The Final Exam requires an on-campus visit. It is tentatively scheduled for: Friday May 6 From 1:00 PM - 7PM (No admission after 4:00 PM), and Saturday May 7 from 8:00 am – 2:00 PM (No admission after 11:00am), at the Spring Branch Campus 1010 W. Sam Houston Pkwy N. Houston, TX 77043. Students are expected to pick which day they will attend for these exams and need to allow at least 3 hours for the exam. Potential conflicts should be resolved individually with your Instructor.

This is the link for map of Spring Branch Campus:
http://northwest.hccs.edu/portal/site/northwest/menuitem.foref642d72e6050910d74e66e8d62d07401ca/?vgnextoid=885528c8ad7ee8110VgnVCM100000054710acRCRD&vgnextfmt=default&vgnextref=1

**The grading scale is as follows:**
A - 900 to 1000 points (90% to 100%)
B - 800 to 899 points (80% to 89.9%
C - 700 to 799 points (70% to 79.9%
D - 600 to 699 points (60% to 69.9%
F - 0 to 599 points (0% to 59.9%)

One special note:
Failing the Final Exam (less than 60%) will cause you to fail the course regardless of what your grades have been on the assignments.

The Final Exam is a practical final, using the same type of work you will do for the various assignments. If you do not pass the final, I assume you have not truly learned the use of the software, thus you will fail the class.

Blackboard Student User ID

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, click on “Login Help” under the “Student System Sign In” field
- Then click on “Retrieve User ID” and follow the instructions.

Or use the direct link: https://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat/?cmd=start

The default student password is “distance.” Students will then be prompted to change their password after their first login. Please visit DE Technical Support FAQs if you need additional assistance with your log in.

HCC Course Withdrawal Policy

The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of Fall 2007, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your DE professor regarding your academic performance or a DE counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

In order to withdraw from your DE class, you MUST contact your DE professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before
the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”). If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please do not contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

**Student Services**

DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES:
Much DE student information can be found on the DE Student Services website: [www.de.hccs.edu](http://www.de.hccs.edu). Advising or counseling can be accomplished by telephone at 713/718-5275 - option # 4 or via email at decounseling@hccs.edu. Student Services Associates (SSA) and Counselors can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled, if necessary, as HCC counselors maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

INTERNATIONAL STUDENTS: International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

**STUDENTS WITH DISABILITIES:**
"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office."

**Disability Support Services Office.**
Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

**Disability Support Services Offices:**
System: 713.718.5165
Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.
NOTICE FOR STUDENTS WHO LIVE OUTSIDE OF HOUSTON:
Students who live or work outside the Houston area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the DE Student Services Additional Resources webpage for more information.

VIRTUAL CLASSROOM CONDUCT:
As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

USE OF CAMERAS OR RECORDING DEVICES:
Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.