INTRODUCTION TO DATABASE—ACCESS 2013

Introduction to database theory and the practical applications of a database. The course is an in-depth study of the features in Access 2013.

This course requires intensive reading!

Instructor Information
Instructor: Terry Nicholson
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Telephone: 469-658-6532

Course Information
Class Times: Online
Prerequisites: Introduction to Computers
Attendance Certification Date: 2/2/2016
Class Drop Date: 4/14/2016
College Credits: 4 college credits

COURSE FOCUS
This course covers terminology, database design, table structures, report forms, queries and macros.

TEXTBOOK, COMPUTER, SOFTWARE & INTERNET REQUIREMENTS

- **Textbook**—
  - Benchmark Series: Microsoft Access 2013 Levels 1 and 2 – Text with data files CD. ISBN: 978-0-76385-403-4; depending on source used to obtain textbook, a CD may not be available.
  - **Access code card is required. The card provides access to the assignments and exams. The code card is explained in another section below.**
  - **Note:** The textbook required for this class is **NOT on “Reserve”** in the library. The student must obtain the required materials.
- **Fast Internet access** (DSL or Cable)
- PC Computer using **Windows 7 or 8** that is compatible with Access 2013.
- **Storage**—You may use
  - A USB flash, thumb drive, or any other similar storage devise or you may set up access to a cloud service such as Google Drive, SkyDrive, or Dropbox
- **Software**—
  - Microsoft Access 2013
• Ear buds (to be used with tutorials viewed in either class or in lab)

STUDENT LEARNING OUTCOMES (From Texas Higher Education Coordinating Board/Workforce Education Course Manual required learning outcomes)

Upon successful completion of this course, the student will be able to:

1. Identify database terminology and concepts
2. Plan, define, and design a database
3. Design and generate tables, forms, and reports and
4. Devise and process queries

The following skills (based on skill set required for Microsoft Office Access certification exam and office tasks) are measured in this course:

<table>
<thead>
<tr>
<th>Managing the Access Environment</th>
<th>Building Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create and manage a database.</td>
<td>• Create tables.</td>
</tr>
<tr>
<td>o This objective may include</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>but is not limited to: using</td>
<td>limited to: creating tables in Design</td>
</tr>
<tr>
<td>Save Object As, Open, Save</td>
<td>View</td>
</tr>
<tr>
<td>and Publish, Compact &amp;</td>
<td>• Create and modify fields.</td>
</tr>
<tr>
<td>Repair Database, and Encrypt</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>with Password commands,</td>
<td>limited to: inserting a field, deleting a</td>
</tr>
<tr>
<td>creating a database from a</td>
<td>field, renaming a field, Hide or Unhide</td>
</tr>
<tr>
<td>template, and setting</td>
<td>fields, Freeze or Unfreeze fields,</td>
</tr>
<tr>
<td>Access options</td>
<td>modifying data types, modifying the</td>
</tr>
<tr>
<td>• Configure the Navigation</td>
<td>field description, and modifying field</td>
</tr>
<tr>
<td>Pane.</td>
<td>properties</td>
</tr>
<tr>
<td>o This objective may include</td>
<td>• Sort and filter records.</td>
</tr>
<tr>
<td>but is not limited to:</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>renaming objects, deleting</td>
<td>limited to: using Find, Sort, and Filter</td>
</tr>
<tr>
<td>objects, and setting</td>
<td>commands</td>
</tr>
<tr>
<td>Navigation options</td>
<td>• Set relationships.</td>
</tr>
<tr>
<td>• Apply Application Parts.</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>o This objective may include</td>
<td>limited to: defining Primary Keys,</td>
</tr>
<tr>
<td>but is not limited to: using</td>
<td>using Primary Keys to create</td>
</tr>
<tr>
<td>Blank Forms, Quick</td>
<td>Relationships, and editing</td>
</tr>
<tr>
<td>Start, and user templates</td>
<td>Relationships</td>
</tr>
<tr>
<td>Building Forms</td>
<td>• Import data from a single data file.</td>
</tr>
<tr>
<td>• Create forms.</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>o This objective may include</td>
<td>limited to: importing source data into a</td>
</tr>
<tr>
<td>but is not limited to: using</td>
<td>new table, appending records to an</td>
</tr>
<tr>
<td>the Form Wizard, creating</td>
<td>existing table, and importing data as a</td>
</tr>
<tr>
<td>a Blank Form, using Form</td>
<td>linked table</td>
</tr>
<tr>
<td>Design Tools, and creating</td>
<td>• Manage source tables and relationships.</td>
</tr>
<tr>
<td>Navigation forms</td>
<td>o This objective may include but is not</td>
</tr>
<tr>
<td>Creating and Managing Queries</td>
<td></td>
</tr>
<tr>
<td>• Construct queries.</td>
<td></td>
</tr>
<tr>
<td>o This objective may include</td>
<td></td>
</tr>
<tr>
<td>but is not limited to: using</td>
<td></td>
</tr>
<tr>
<td>Select, Make Table, Append,</td>
<td></td>
</tr>
<tr>
<td>and Crosstab query types</td>
<td></td>
</tr>
<tr>
<td>• Manage source tables and</td>
<td></td>
</tr>
<tr>
<td>relationships.</td>
<td></td>
</tr>
</tbody>
</table>
- **Apply Form Design Tab options.**
  - This objective may include but is not limited to: using the Themes, Controls, Header/Footer, and Tools groups

- **Apply Form Arrange Tab options.**
  - This objective may include but is not limited to: using the Table, Move, and Position groups

- **Apply Form Format Tab options.**
  - This objective may include but is not limited to: using the Background and Control Formatting groups

- **Manipulate fields.**
  - This objective may include but is not limited to: adding, removing, and rearranging fields, and using Sort and Show options

- **Calculate totals.**
  - This objective may include but is not limited to: using the Total row and using Group By

- **Generate calculated fields.**
  - This objective may include but is not limited to: performing calculations, using the Zoom box, and using Expression Builder

### Designing Reports

- **Create reports.**
  - This objective may include but is not limited to: creating a Blank Report, using Report Design Tools, and using the Report Wizard

- **Apply Report Design Tab options.**
  - This objective may include but is not limited to: using the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups

- **Apply Report Arrange Tab options.**
  - This objective may include but is not limited to: using the Table, Move, Position, and Sizing & Ordering groups

- **Apply Report Format Tab options.**
  - This objective may include but is not limited to: adding color, background images, and conditional formatting

- **Apply Report Page Setup Tab options.**
  - This objective may include, but is not limited to: using the Page Size and Page Layout groups

- **Sort and filter records for reporting.**
  - This objective may include but is not limited to: using the Find, Sort, and Filter commands, and using view types

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**Employment Skills (known as SCANS—Secretary’s Commission on Achieving Necessary Skills)**

To assist you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment, the following workplace competencies and foundation skills have been integrated into this course:
Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

**Workplace Competencies**
- Manage Resources (your time and course materials)
- Exhibit Interpersonal Skills

**Foundation Skills**
- Demonstrate Basic Skills – Reading, writing, listening
- Demonstrate Thinking Skills – Creative thinking, decision making, problem solving, thinking logically
- Exhibit Personal Qualities – Responsibility, self-management, integrity

**LEARNING ENVIRONMENT**

The course content is divided into two levels consisting of 16 skill (chapter) areas that support the skill set and learning outcomes described above. The skill areas are listed as chapters in the textbook, and specific learning activities are detailed in the completion schedule that is included in the syllabus. The information may also be posted in other areas in eCampus.

To help you master the course outcomes, a number of resources are available, including the
- Syllabus;
- Direct guidance and assistance from faculty and lab assistants;
- SNAP training and assessment Web site, including tutorials that serve as electronic lectures/demonstrations;
- Small group discussions where appropriate either on campus or online; and
- Ongoing evaluation of your skill development and progress.

- eCampus/Blackboard, which is the environment in which you and your instructor will work and communicate. Check eCampus for the orientation quiz and regularly for class announcements.

**Student Resources**

A. **Textbook**—The textbook is required; it serves as a reference and contains the content needed to complete the required assignments to earn points that accumulate toward a final course grade.

B. **Resource Center on publisher’s Web site**—You will be able to access the publisher’s Resource Center. The web site is provided in the Preface of your textbook. The Web site provides student files that contain documents for completing the exercises within the chapter and other assignments required using SNAP, which is explained below.

C. **Student CD**—The first page of each chapter in the textbook provides instructions for accessing student data files from a specific folder on the CD. If you have a CD, instructions to copy folders are provided on the inside of the back cover of your textbook. If you don’t have a CD, you will access the files from the publisher’s Web site.

**SNAP Training and Assessment (Web site)**

SNAP is a Web-based program offering an interactive venue for learning Microsoft Access 2013. To access a number of the required assignments from SNAP, enter your unique access code from the card that accompanies the textbook.
- **The access code card is required:** our college book store has bundled the textbook, CD, and access code card to offer the best price.
- **The access code cannot be shared with any other student because it provides a unique ID that will save the results of your work to SNAP’s grade book.**
- **The card is reusable for our other Office 2013 software classes offered in the Department** and it doesn’t expire!
SNAP offers many advantages to you in our learning environment; once you complete an activity such as a content exam, it will be graded automatically by the program to provide you immediate feedback. You won’t have to wait one day or a week to receive the results of your efforts!

**Chapter Projects (Using Your Textbook)**

All **projects numbered within a chapter are required**

- Complete the projects; they are considered to be practice that is needed to help you develop the skills needed to successfully complete the end-of-chapter assessments, skill exams, concepts exams, and Unit Assessments.
- Save the projects to your personal storage device.
- Do not submit any of the projects. The projects do not earn points.
- Do not skip the projects. Many of the projects build on one another.

**Tutorials**

To help you learn how to use Access’s features, **tutorials are available through SNAP**. The tutorials provide you a way to listen and watch a traditional lecture and demonstration in an electronic interactive format.

For each skill (chapter) area, use the following resources and sequence of learning activities:
<table>
<thead>
<tr>
<th>From textbook and Student CD</th>
<th>From SNAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Read the <strong>performance objectives</strong> presented at the beginning of each chapter, which identify the outcomes you are to accomplish. <strong>Textbook</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **2.** Read and **study the content under each topic**; make any notes to use as reminders when you complete the assignments. **Textbook** | **3.** **View the tutorial for each topic** if needed; the tutorial provides excellent “how-to” steps in a visual format that allows you to see and hear the instructions.  
If listening to the tutorials in class or lab, use ear buds. |
| **4.** **Retrieve student data files as instructed** in the chapter projects (within the chapter), complete all the projects within a chapter and save the files. They serve as the practice needed to prepare you for the graded assignments. **Don’t skip any of the projects.** | **5.** Follow the instructions in SNAP regarding the completion of Document Assessments, Visual Benchmarks, and Case Studies. Complete, save, and upload the files as directed. These assignments are graded, and points earned accumulate toward your final course grade. |
| | **6.** Complete, save, and **submit the concept exam using SNAP.** |
| | **7.** Complete, save, and **submit the skill exam using SNAP.**  
Open Access 2013 before you begin the skills exam. |
| | **8.** After every four chapters, complete, save, and **submit unit assessments using SNAP.** |
GRADING

NOTE: The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. You are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

Late work: Assignments that are more than 7 days late will not be accepted unless prior approval is given by the instructor. Work that is less than 7 days late will have 5 points deducted per day unless the instructor gives prior approval.

The following required components are explained here so you will know how your final course grade will be calculated.

End-of-Chapter Assessments
At the end of each chapter, selected assessments are required to earn points toward your final course grade.

1. Assessments (Using Textbook and SNAP)
The Document assessments ask you to create a variety of documents using multiple features without specific how-to directions. How well you do on these assessments depends on your success in completing the projects provided within the chapter.

   - In some cases, you will use your textbook to complete the documents.
   - The assessments are untimed.
   - Each assessment is worth 20 points.

2. Visual Benchmark – Demonstrate Your Proficiency (Using Textbook and SNAP)
The Benchmark assessments test your problem-solving skills and mastery of Access’s features.

   - Use your textbook to complete the documents in SNAP.
   - Each assessment is graded by your instructor.
   - Each assessment is worth 20 points.

3. Case Study -- Apply Your Skills (Using Textbook and SNAP)
The Case Study assessments require you to analyze a workplace scenario and then apply the knowledge and skill you have gained by completing the projects that are presented within the chapter and the Assessments mentioned above.

   - Use your textbook to complete the documents with SNAP.
   - Each assessment is graded by your instructor.
   - Each assessment is worth 30 points.

Skill Exams
Skills Exams are comprised of interactive questions in which you perform a task. These exams test your comprehension and skills using Access, rather than a simulation of Access.

   - The exam is untimed.
   - The number of tasks varies from chapter to chapter; approximately 8 to 12 tasks are completed on the exams.
   - The system automatically grades the results and posts the points in your SNAP grade book under Exams.
   - You have two attempts at completing the exam and two attempts at completing each task.
   - Each exam is worth 20 points.

Concept Exams
After the end-of CHAPTER assessments have been completed, another exam is required.
• The system automatically grades the results and posts the points in SNAP’s grade book.
• You are allowed two attempts on the exam using SNAP.
• The exam is untimed.
• Each question has 20 questions, and each question is worth 0.5 pts for a total of 10 points for each exam.
• To improve your points earned, STUDY the chapter contents, including the chapter summary.

Unit Performance Assessments (Using Textbook and SNAP)
At the end of every four chapters, a unit performance assessment, consisting of five to seven selected documents, is completed.
• Three unit assessments are required; each unit assessment is worth 100 points.
  o Level 2, Unit 1 Performance Assessment has been identified as the one to measure students’ knowledge and skills for the course as well as for the Business Office Systems and Support certificates and degree.

Orientation Quiz
It is your responsibility to read the syllabus and understand the policies and procedures established for the class. For example, successful students always know the grading components and the number of points they must earn to make an A. They will also know who their instructor is and how to get in touch with him/her.
• An orientation quiz is provided in eCampus/Blackboard to ensure you have studied the information in the syllabus and ready to begin the class.
• The quiz consists of 10 questions related to policies and procedures; each one is worth one point.
• Points earned are counted toward your final course grade.

Professionalism
Because office environments stress the performance of duties requiring certain behavior, attitudes and attendance, a part of the course grade will focus on professional ethics and behavior. Students will begin each course with 10 Professional Points that will count towards the final grade.

Microsoft Practice Exam or Certification Exam
If you attempt the free practice exam or the certification exam, you will receive 100 bonus points or an A in the class provided you have completed the course assignments. For additional information, refer to the document your instructor has posted either under Course Information, Course Documents, or on the main course menu.

What is expected of you?
• To read and study the course syllabus carefully . . . and regularly.
• To submit all the assignments by the deadline; do not wait until the last minute at a time when your instructor may not be available.
• Those who conduct themselves employing professional behavior (no profanity, no plagiarism or cheating, no disrespectful behavior towards classmates, instructor or administration, and no argumentative or negative attitude) will retain all 10 points. Your instructor has the final “say” in determining the professional points.
## Grading Components & Points

<table>
<thead>
<tr>
<th>Grading Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments (including Visual Benchmarks and Case Studies)</td>
<td>630</td>
</tr>
<tr>
<td>Unit Assessments</td>
<td>300</td>
</tr>
<tr>
<td>Exams</td>
<td>480</td>
</tr>
<tr>
<td>Orientation Quiz (completed in eCampus)</td>
<td>10</td>
</tr>
<tr>
<td>Professionalism (added manually at end of semester)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,430</strong></td>
</tr>
</tbody>
</table>

A (90%) 1,287 – 1,430  
B (80%) 1,144 – 1,286  
C (70%) 1001 – 1,143  
D (60%) 858 – 1000  
F Below 858
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Text Chapter</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| **Due: 1/27** | Chapter 1 | Managing & Creating Tables | Complete the following:  
* All numbered projects in chapter  
* Assessment 3 -- AL1-C1-Griffin.accdb (using SNAP)  
* Visual Benchmark -- AL1-C1-Griffin.accdb (using SNAP)  
* Skill Exam (using SNAP)  
* Concept Exam (using SNAP) |
| **Due: 2/3** | Chapter 2 | Creating Relationships between Tables | Complete the following:  
* All numbered projects in chapter  
* Assessment 1 -- AL1-C2-CopperState.accdb  
* Visual Benchmark -- AL1-C2-CarefreeTravel.accdb (using SNAP)  
* Case Study-Part 1 -- AL1-C2-GoldStar.accdb (using SNAP)  
* Skill Exam (using SNAP)  
* Concept Exam (using SNAP) |
| **Due: 2/10** | Chapter 3 | Performing Queries | Complete the following:  
* All numbered projects in chapter  
* Assessment 1 -- AL1-C3-WarrenLegal.accdb (using SNAP)  
* Visual Benchmark AL1-C3-MRInvestments.accdb (using SNAP)  
* Case Study-Part 3 -- AL1-C3-Skyline.accdb  
* Skill Exam (using SNAP)  
* Concept Exam (using SNAP) |
| **Due: 2/17** | Chapter 4 | Creating and Modifying Tables in Design View | Complete the following:  
* All numbered projects in chapter  
* Assessment 1 -- AL1-C4-Hudson.accdb (using SNAP)  
* Case Study-Part 1 -- AL1-C4-BlueRidge.accdb (using SNAP)  
* Skill Exam (using SNAP)  
* Concept Exam (using SNAP) |
| **Level 1/Unit 1 Performance Assessment Chapters 1 – 5** | | | Complete the following:  
Assessments 1 through 5; submit only Assessment 5  
AL1-U1-Cornerstone.accdb (using SNAP) |
| **Level 1/Unit 2 Creating Forms and Reports-- Chapters 5 – 8** | **Due: 2/24** | Chapter 5 | Creating Forms | Complete the following:  
* All numbered projects in chapter  
* Visual Benchmark -- AL1-C5-SunProperties.accdb (using SNAP)  
* Skill Exam (using SNAP)  
* Concept Exam (using SNAP) |
| **Due: 3/2** | Chapter 6 | Creating Reports and Mailing Labels | Complete the following:  
* All numbered projects in chapter  
* Case Study-Part 3 -- AL1-C6-Millstone.accdb -- |
<table>
<thead>
<tr>
<th>Due: 3/9</th>
<th>Chapter 7</th>
<th>Modifying, Filtering, and Viewing Data</th>
<th>Complete the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>*All numbered projects in chapter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Case Study-Part 2 -- AL1-C7-SummitView.accdb (using SNAP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Skill Exam (using SNAP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Concept Exam (using SNAP)</td>
</tr>
</tbody>
</table>

**Due: 3/16**  
**Chapter 8**  
**Importing & Exporting Data**  
**Level 1/Unit 2 Performance Assessment Chapters 5-8**  
**Complete the following:**  
*All numbered projects in chapter*  
*Assessment 3 -- AL1-C8-WarrenLegal.accdb & AL1-C8-Cases.xlsx (using SNAP) (Link not Import)*  
*Visual Benchmark -- AL1-C8-Dearborn.accdb (using SNAP) (Submit the database and the Word document)*  
*Skill Exam (using SNAP)*  
*Concept Exam (using SNAP)*  

**Level 2 Unit 1 Advanced Tables, Relationships, Queries, and Forms-- Chapters 1 – 4**  
**Due: 3/23**  
**Chapter 1**  
**Designing the Structure of Tables**  
**Complete the following:**  
*All numbered projects in chapter*  
*Visual Benchmark-- AL2-C1-PawsParadise.accdb (using SNAP)*  
*Skill Exam (using SNAP)*  
*Concept Exam (using SNAP)*  

**Due: 3/30**  
**Chapter 2**  
**Building Relationships & Lookup Fields**  
**Complete the following:**  
*All numbered projects in chapter*  
*Case Study-Part 2 -- AL2-C2-Hillsdale Realty.accdb (using SNAP)*  
*Skill Exam (using SNAP)*  
*Concept Exam (using SNAP)*  

**Due: 4/6**  
**Chapter 3**  
**Advanced Query Techniques**  
**Complete the following:**  
*All numbered projects in chapter*  
*Visual Benchmark -- AL2-C3-PawsParadise.accdb (using SNAP)*  
*Skill Exam (using SNAP)*  
*Concept Exam (using SNAP)*  

**Due: 4/13**  
**Chapter 4**  
**Creating & Using Custom Forms**  
**Complete the following:**  
*All numbered projects in chapter*  
*Assessment 2 -- AL2-C4-ViewIt.accdb (using SNAP)*  
*Case Study-Part 1 -- AL2-C4-HillsdaleRealty.accdb (using SNAP)*  
*Skill Exam (using SNAP)*  
*Concept Exam (using SNAP)*
| Level 2 Unit 2 Advanced Reports, Access Tools, and Customizing Access--Chapters 5 - 8 |
|---|---|---|
| Due: 4/20 | Chapter 5 | Complete the following: |
| | Creating & Using Custom Reports | *All numbered projects in chapter* |
| | | *Assessment 3 -- AL2-C5-VantageVideos.accdb (using SNAP)* |
| | | *Visual Benchmark -- AL2-C5-PawsParadise.accdb (using SNAP)* |
| | | *Skill Exam (using SNAP)* |
| | | *Concept Exam (using SNAP)* |
| Due: 4/27 | Chapter 6 | Complete the following: |
| | Using Access Tools & Managing Objects | *All numbered projects in chapter* |
| | | *Assessment 1 -- AL2-C6-VantageAssets.accdb (using SNAP)* |
| | | *Skill Exam (using SNAP)* |
| | | *Concept Exam (using SNAP)* |
| Due: 5/4 | Chapter 7 | Complete the following: |
| | Automating, Customizing & Securing Access | *All numbered projects in chapter* |
| | | *Assessments 1—AL2-C7-VantageVideos.accdb* |
| | | *Assessment 4 -- AL2-C7-VantageVideos.accdb & AL2-C7-A4-ACCDE.docx (using SNAP)* |
| | | *Skill Exam (using SNAP)* |
| | | *Concept Exam (using SNAP)* |
| Due: 5/11 | Chapter 8 | Complete the following: |
| | Integrating Access Data | *All numbered projects in chapter* |
| | | *Assessment 1 -- AL2-C8-VantageVideos.accdb (using SNAP)* |
| | | *Case Study-Part 1 -- AL2-C8-HillsdaleRealty.accdb (using SNAP)* |
| | | *Skill Exam (using SNAP)* |
| | | *Concept Exam (using SNAP)* |
CLASS POLICIES

Instructor Communication
Your instructor will provide information on ways to contact him/her and will provide the time of office or virtual hours, if applicable.
Phone: 469-658-6532 Monday – Saturday 10:00 AM – 10:00 PM Sunday – 1:30 PM – 5:00 PM

By email — Be sure to include course prefix and number in the subject line. Add your full name in the body of the message. You will receive a response within 48 hours.
e-mail: tnicholson@dcccd.edu

Late Assignments
The completion schedule is designed to help you proceed through the assignments so you can complete the course by the end of the term/semester. Points may be deducted for late submissions. Just as in a work environment, if you cannot meet a deadline, you would contact your supervisor to discuss the late submission. Your instructor has the same expectation and has outlined specific guidelines located under the Grading section of this syllabus.

Academic Integrity/Honesty
All assignments in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student.

The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.
Cheating – intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically
1. Copying from another student’s exercise, chapter/unit assessment, or exam.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during an assessment of any type without permission from the faculty.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an student’s exercise, chapter/unit assessment, or exam.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the student’s exercise, chapter/unit assessment, or exam.
6. Substituting for another student, or permitting another student to substitute for one’s self, to take student’s exercise, chapter/unit assessment, or exam.
7. Bribing another person to obtain a student’s exercise, chapter/unit assessment, or exam or information about a student’s exercise, chapter/unit assessment, or exam.

Collusion – unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another student, working collectively on assignments intended as individual tasks.
Fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise.
Plagiarism – intentionally representing the words or ideas of another as one’s own in any academic exercise.

Class Attendance
You are expected to regularly attend all classes in which you are enrolled. Class attendance and course progress are your responsibility. It is also your responsibility to consult with your instructor following a period of absence. Once enrolled in the course, it is your responsibility to withdraw from the class should that become necessary.

Before withdrawing from your class, be sure to visit with your instructor to review any options that may be available. Instructors will not automatically drop students who have stopped attending class. Additional information about withdrawing from a class is provided below.

Facilities, Equipment, and Resources
Classroom Environment - Because everyone appreciates a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.
Electronic Devices - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom and in the lab. Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.

Equipment - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

Software License - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and quizzes/tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Technical Requirements and Support

eCampus
Campus courses and online courses require access to a computer, the Internet and email. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk at http://dallastelecollege.dcccd.edu/techSupport.html

- It is your responsibility to have the required software and computer setup to complete the course requirements.
- Technical requirements are identified in the orientation to your class.

Your Computer Issues
You are responsible, not your instructor, for resolving your computer issues. If you continue to experience computer issues, make other arrangements to complete your assignments. Locate another computer to use so you can complete your assignments in a timely manner. Because you are enrolled in an online class, plan ahead so you can find another computer to submit your assignments on time.

COLLEGE POLICIES

Absences Due to Religious Observance
If you desire to observe a religious holy day that will result in a class absence(s), you must notify your instructor. Absences for observance of religious holy days are excused.

- You are required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity/Honesty
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct.

- Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

Americans with Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Special Services Office in Room S-124 or call 972-860-4673 on the Brookhaven Campus.

Dallas TeleCollege Website
Everything you need to know about distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process. If you wish to transfer from non-credit to the credit course, do so within the first week.

Receiving Your Grades
End-of-semester grades will not be mailed to you by the college. To access your grades, complete the following steps.
1. Go to the Dallas County Community College District website http://www.dcccd.edu
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, MyeConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

**Student Services**

Go to http://www.brookhavencollege.edu/studentsvcs/ to learn about all the student services that are available.

**Withdrawal/Drop Policy**

If you are unable to complete this course, it is your responsibility to withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date which is printed on the tuition fee receipt and is also posted on the college website.

- Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade of F.
- **Retention Effort**--Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

**Stop Before You Drop**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

- You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
- Once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.
- For more information, you may access: https://www1.dcccd.edu/coursedrops

**Students Receiving Financial Aid**

If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt. During the orientation, your instructor will provide specific information regarding participation.

- **Do not drop or stop attending any class without consulting your instructor and the Financial Aid office.**
- Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

**Repeating This Course**

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course.

- All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 semester.