



**BUSN 1420/
DATABASE APPLICATIONS
COURSE SYLLABUS (HYBRID)
Summer Semester 2016**

Semester: Summer 2016 – 201616

Course Title: Database Applications

Course Number: BUSN 1420

Credit Hours/Minutes: 4/4500

Class Location: Building 8, Room 8111

Class Meets: 9:45 a.m.-12:25 p.m.;

M & W (60% F2F; hybrid 40%)

CRN: 60012

Instructor: Karen H. Mountain

Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6 p.m.

(W) 2:30 – 5 p.m. (Th) 12 – 12:30 p.m.

Office Location: Building 8, Room 8113

Email Address: kmountain@southeasterntech.edu

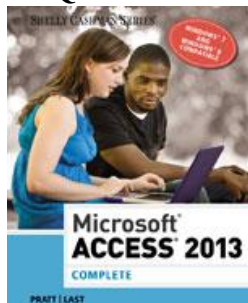
Phone: 478-289-2220

Fax Number: 478-248-6336

Preferred Method of Contact: Blackboard Mail

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT:



Microsoft Access 2013 Complete Edition, Course Technology/ CENGAGE Learning, ISBN: 978-1-285-16907-1. You will also need SAM 2013 Assessment and Training v2.0 Printed Access Card, 1st Edition, ISBN-13: 978-1-285-42749-2 which I will provide to you if you took COMP 1000 using office 2010. If you took COMP 1000 using Office 2010, you will use the same username and password for SAM.



Also Need: (If taken a SAM course previously, contact instructor for your keycode, do not purchase).

Course Technology

SAM 2013 Assessment, Training, and Projects 1st Edition, Cengage Learning.

ISBN: 978-1-285-42749-2

SAM ACCESS KEYS HAVE TO BE BRAND NEW—USED KEYS WILL NOT WORK You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 478-289-2217.

REQUIRED SUPPLIES & SOFTWARE: No specific supplies are required for this class.

Students will need to create a folder named BUSN 1420. In the BUSN 1420 folder, students will need to create a folder for each chapter. Students will need Microsoft Access 2013 or use the software provided to you through STC Remote Lab (IDS-Citrix). The basic requirement for your browser should be Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher. Students will also need their SAM user id along with password that they used in COMP 1000.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a

personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring database, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and maintaining databases.

MAJOR COURSE COMPETENCIES: Database Concepts, Structuring a Database, Creating and Formatting Database Elements, Entering and Modifying Data, Creating and Modifying Queries, Presenting and sharing Data, and Managing and Maintaining Databases.

PREREQUISITE: COMP 1000-Introduction to Computers

COURSE OUTLINE: 1) Database Concepts, 2) Structuring a Database, 3) Creating and Formatting Database Elements, 4) Entering and Modifying Data, 5) Creating and Modifying Queries, 6) Presenting and Sharing Data, and 7) Managing and Maintaining Databases.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Hybrid): Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

ATTENDANCE GUIDELINES Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will

result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

Students are expected to attend class. Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Lab Assignments	30%
Unannounced quizzes/Assignments ...	10%
Objective Tests	25%
Production Tests	35%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

GREY SHADING INDICATES WORK TO COMPLETE ONLINE/HYBRID FOR THE WEEK; OTHERWISE COMPLETE IN CLASS. All Trainings, Projects, and Tests will be completed in **SAM**

BUSN 1420—Database Applications

Summer Semester 2016—LESSON PLAN

**This Lesson Plan is Subject to Change **

Date	Chapter/ Lesson	Content	Assignments/ Tests	*Comp Area **Gen. Ed Comp
Week 1 (May 18 – May 23)				
Wed May 18	Chapter 1	Course Information: Course Syllabus, Policies/Procedures for Lab Set up folder on P drive Chapter 1: Databases and Database Objects: An Introduction	Chapter 1 Lecture and Demonstration	*1,2,4 **b,c
Mon May 23	Chapter 1	Chapter 1: Databases and Database Objects: An Introduction	<ul style="list-style-type: none"> • Chapter 1 Book Work (HYBRID) • SAM Projects <ul style="list-style-type: none"> • 1a. Great Outdoors Tours • 2a. Carolinas Health Club 	*1,2,4 **b,c
Week 2 (May 30 – June 1)				
Wed May 25	Chapter 1	Chapter 1: Databases and Database Objects: An Introduction	Chapter 1 assignments/tests (due at midnight) Chapter 1 Training (SAM) Chapter 1 Objective Test Chapter 1 Lab Test	*1,2,4 **b,c
Mon May 30	Memorial Day Holiday – NO CLASS			
Wed June 1	Chapter 2	Chapter 2: Querying a Database	Chapter 2 Lecture and Demonstration <ul style="list-style-type: none"> • Chapter Work (HYBRID) • SAM Projects <ul style="list-style-type: none"> • 1a. Great Outdoors Tours • 2a. Carolinas Health Club 	*5 **b,c
Week 3 (June 6 – June 8)				
Mon June 6	Chapter 2	Chapter 2: Querying a Database	Chapter 2 assignments/tests (due at midnight) Chapter 2 Training (SAM) Chapter 2 Objective Test (HYBRID) Chapter 2 Lab Test	*5 **b,c
Wed June 8	Chapter 3	Chapter 3: Maintaining a Database	Chapter 3 Lecture and Demonstration	*4,7 **b,c
Week 4 (June 13 – June 15)				
Mon June 13	Chapter 3	Chapter 3: Maintaining a Database	<ul style="list-style-type: none"> • Chapter Work (HYBRID) • SAM Projects <ul style="list-style-type: none"> • 1a. Great Outdoors Tours • 2a. Carolinas Health Club 	*4,7 **b,c

Wed June 15	Chapter 3	Chapter 3: Maintaining a Database	Chapter 3 assignments/tests (due at midnight) Chapter 3 Training (SAM) Chapter 3 Objective Test Chapter 3 Lab Test	*3,4,7 **b,c
	Chapter 4	Chapter 4: Creating Reports and Forms	Chapter 4 Lecture and Demonstration	
Week 5 (June 20 – June 22)				
Mon June 20	Chapter 4	Chapter 4: Creating Reports and Forms	<ul style="list-style-type: none"> Chapter Work (HYBRID) SAM Projects <ul style="list-style-type: none"> 1a. Great Outdoors Tours 2a. Carolinas Health Club 	*3 **b,c
Wed June 22	Chapter 4	Chapter 4: Creating Reports and Forms	Chapter 4 assignments/tests (due at midnight) Chapter 4 Training (SAM) Chapter 4 Objective Test Chapter 4 Lab Test	*3 **c
	Chapter 5	Chapter 5: Multiple-Table Forms	Chapter 5 Lecture and Demonstration	
Week 6 (June 27 – June 29)				
Mon June 27	Chapter 5	Chapter 5: Multiple-Table Forms	<ul style="list-style-type: none"> Chapter Work (HYBRID) SAM Projects <ul style="list-style-type: none"> 1a. Great Outdoors Tours 2a. Carolinas Health Club 	*3 **c
Wed June 29	Chapter 5	Chapter 5: Multiple-Table Forms	Chapter 5 assignments/tests (due at midnight) Chapter 5 Training (SAM) Chapter 5 Objective Test Chapter 5 Lab Test	*3 **b,c
	Chapter 6	Chapter 6: Advanced Report Techniques	Chapter 6 Lecture and Demonstration	
July 4 – July 7		July 4 – Fourth of July Holiday Summer Break – No Classes		
Week 7 (July 11 – July 13)				
Mon July 11	Chapter 6	Chapter 6: Advanced Report Techniques	<ul style="list-style-type: none"> Chapter Work (HYBRID) SAM Projects <ul style="list-style-type: none"> 1a. Great Outdoors Tours 2a. Carolinas Health Club 	*3,6 **b,c
Wed July 13	Chapter 6	Chapter 6: Advanced Report Techniques	Continue Chapter 6 assignments	*3,6 **b,c
Week 8 (July 18 – July 20)				
Mon July 18	Chapter 6	Chapter 6: Advanced Report Techniques	Chapter 6 assignments/tests (due at midnight) Chapter 6 Training (SAM) Chapter 6 Objective Test (HYBRID) Chapter 6 Lab Test	*3,6 **b,c

Wed July 20	Chapter 7	Chapter 7: Advanced Form Techniques	Chapter 7 Lecture and Demonstration • Chapter Work • SAM Projects • 1a. Great Outdoors Tours	*5,7 **b,c
Week 9 (July 25 – July 27)				
Mon July 25	Chapter 7	Chapter 7: Advanced Form Techniques	Continue Chapter 7 assignments	*5,7 **b,c
Wed July 27	Chapter 7	Chapter 7: Advanced Form Techniques Summer Semester Ends	Chapter 7 assignments/tests due at (midnight) Chapter 7 Objective Test (SAM) (HYBRID)	*5,7 **c

***BUSN 1420 Course Competencies:**

1. Database Concepts
2. Structuring a Database
3. Creating and Formatting Database Elements
4. Entering and Modifying Data
5. Creating and Modifying Queries
6. Presenting and Sharing Data
7. Managing and Maintaining Databases

****General Education Core Competencies:**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

ADDITIONAL INFORMATION REGARDING BUSN 1420:

- Students are required to complete all assignments for each chapter in order to be able to complete the assignments for the next chapter.
- No late work will be accepted. **NO EXCEPTIONS!**

Disclaimer Statements

- ❖ *Instructor reserves the right to change the syllabus and/or lesson plan as necessary. *****
- ❖ *The official copy of the syllabus is located inside the student's Blackboard course and will be given to them on the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*

BUSN 1420—Database Applications—Document Sheet

Access 2013

CHAPTER 1—Databases and Database Objects: An Introduction

- ___ Chapter Work
- SAM Projects—Creating and Modifying Tables and other Database Objects
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 2—Querying a Database

- ___ Chapter Work
- SAM Projects—Creating and Modifying Queries
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 3—Maintaining a Database

- ___ Chapter Work
- SAM Projects—Creating and Modifying Tables and Other Database Objects
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 4—Creating Reports and Forms

- ___ Chapter Work
- SAM Projects—Creating Forms and Reports
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 5—Multiple-Table Forms

- ___ Chapter Work
- SAM Projects—Multiple-Table Forms
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 6—Advanced Report Techniques

- ___ Chapter Work
- SAM Projects—Advanced Report Techniques
 - ___ 1a. Great Outdoors Tours
 - ___ 2a. Carolinas Health Club
- ___ Training (SAM)
- ___ TEST—Objective (SAM)
- ___ TEST—Lab (SAM)

CHAPTER 7—Advanced Form Techniques

- ___ Chapter Work—Advanced Form Techniques
- SAM Projects
 - ___ 1a. Great Outdoors Tours
- ___ TEST—Objective (SAM)

Unannounced Quizzes

- ___ Lab Assignments -30%
- ___ Unannounced quizzes/Assignments - 10%
- ___ Objective Tests - 25%
- ___ Production Tests - 35%
- ___ Grade

This document sheet is subject to change.