



BUSN 1420—Database Applications

COURSE SYLLABUS

Hybrid

Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/4500

Campus/Class Location: Swainsboro Campus/Building 2, Room 2122

Class Meets: 10:15 a.m. – 12:45 p.m. / Monday & Wednesday / 60% F2F and 40% hybrid

Course Reference Number (CRN): 60018

Preferred Method of Contact: Student Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:kmountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;
(Thursday) 12:45 – 1:15 p.m.

Phone: 478-289-2220

Fax Number: 478-248-6336

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.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).



REQUIRED TEXT

Microsoft Office 365/Access 2016 Intermediate, Pratt, Philip J. and Mary Z. Last, CENGAGE Learning, ISBN: 978-1-337-25121-1.

Also Need: (If taken a course previously using SAM (Skills Assessment Manager) 2013, contact instructor for your key code. No need to purchase).

You can purchase from the [STC bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu) or 478-289-2217. SAM ACCESS KEY HAS TO BE BRAND NEW, USED KEY WILL NOT WORK.

REQUIRED SUPPLIES & SOFTWARE

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical College (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 take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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(S)

COMP 1000-Introduction to Computer Literacy or Guided Elective

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
7. Managing and Maintaining Databases

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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)

Students are expected to complete all work shown on the attached Lesson Plan. Students are also expected to complete all Module work, project assignments, and tests in SAM on the dates specified on the attached Lesson Plan. Assignments will be saved in your BUSN 1420 folder on your P: drive.

MODULE WORK

Module Textbook Projects (module work) from the textbook must be completed and submitted in SAM. You are expected to complete all Module Textbook Projects as indicated in your syllabus. If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Database Project for the corresponding module. All projects in SAM and data files must be saved to the student's BUSN 1420 folder on their P: drive. All projects, training, and tests will be completed and submitted in SAM.

HYBRID ATTENDANCE

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 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" (Failing 0-59) 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. 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

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!!!!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA 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.

GRADING POLICY

Assessment/Assignment	Percentage
SAM Projects	35%
SAM Project Exams	30%
SAM Training Exams	35%

GRADING SCALE

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

BUSN 1420-Database Applications

Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 1</p> <p>Wednesday May 16</p>	<p>Module 1</p>	<p>First Day of the Semester!</p> <ul style="list-style-type: none"> • Introduction to Course • Review Course Syllabus/Lesson Plan • Review Blackboard • Required Orientation <p>Assignments: -Click the Getting Started link on the course menu in the BB course and complete the items. Complete the orientation, assignments, Pledge and Student Introductions.</p> <ul style="list-style-type: none"> • Create BUSN 1420 folder on P: drive/One drive • Log into SAM Accounts <p>**Note: All of your Module projects and tests will be completed in SAM. The documents you create working through the textbook are considered as Module Textbook projects.</p> <p>Databases and Database Objects: An Introduction</p>	<p>Module 1 assignments due at midnight, May 23</p> <p>In Class—</p> <ul style="list-style-type: none"> • Lecture/Demonstration on AC Module 1 Textbook Project (SAM) work from book (PrattLast Associates) <p>Hybrid—</p> <ul style="list-style-type: none"> • AC Mod_1 Project in (SAM) • AC Mod_1 Project Exam on SAM 	<p>1,2,4 b,c</p>
<p>Monday May 21</p>	<p>Module 1</p>	<p>Databases and Database Objects: An Introduction</p> <p>**All data files needed for the modules are on the M: drive and need to be saved to your BUSN 1420 folder on your P: drive/OneDrive.</p>	<p>In Class—</p> <ul style="list-style-type: none"> • AC Mod_1 Training on SAM <p>Hybrid—</p> <ul style="list-style-type: none"> • AC Mod_1 Training Exam on SAM 	<p>1,2,4 b,c</p>
<p>WEEK 2</p> <p>Wednesday May 23</p>	<p>Module 1</p>	<p>Databases and Database Objects: An Introduction</p>	<p>In Class—</p> <p>Continue working on Module 1 assignments (due at midnight)</p>	<p>1,2,4 b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday May 28		Memorial Day Holiday		
Wednesday May 30	Module 2	Querying a Database	<p>Module 2 assignments due at midnight, June 4</p> <p>In Class—</p> <ul style="list-style-type: none"> • Lecture/Demonstration on Module 2 Work (PrattLast Associates) using AC Mod_2 Textbook Project in SAM • AC Mod_2 Project on SAM • AC Mod_2 Project Exam on SAM <p>Hybrid—</p> <ul style="list-style-type: none"> • AC Mod_2 Training on SAM • AC Mod_2 Training Exam on SAM. 	5 b,c
WEEK 3 Monday June 4	Module 2	Querying a Database	<p>In Class—</p> <p>Continue working on Module 2 assignments (due at midnight)</p>	5 b,c
Wednesday June 6	Module 3	Maintaining a Database	<p>Module 3 assignments due at midnight, June 13</p> <p>In Class—</p> <ul style="list-style-type: none"> • Lecture/Demonstration on Module 3 Work (PrattLast Associates) sing AC Mod_3 Project Textbook in SAM 	4,7 b,c
WEEK 4 Monday June 11	Module 3	Maintaining a Database	<p>In Class—</p> <ul style="list-style-type: none"> • AC Mod_3 Project on SAM • AC Mod_3 Project Exam on SAM <p>Hybrid—</p> <ul style="list-style-type: none"> • AC Mod_3 Training on SAM • AC Mod_3 Training Exam on SAM 	4,7 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday June 13	Module 3	Maintaining a Database	In Class— Continue working on Module 3 assignments (due at midnight)	3,4,7 b,c
	Module 4	Creating Reports and Forms	Module 4 assignments due at midnight, June 20 • Lecture/Demonstration on Module 4 Work (PrattLast Associates). Use Module_3 Project Textbook to continue on with Modules 4 - 7	
WEEK 5 Monday June 18	Module 4	Creating Reports and Forms Midterm	In Class— • AC Mod_4 Project on SAM • AC Mod_4 Project Exam on SAM Hybrid— • AC Mod_4 Training on SAM • AC Mod_4 Training Exam on SAM	3 b,c
Wednesday June 20	Module 4	Creating Reports and Forms	In Class— Continue working on Module 4 assignments (due at midnight)	3 b,c
	Module 5	Multi-Table Forms	Module 5 assignments due at midnight, June 27 • Lecture/Demonstration on Module 5 Work (PrattLast Associates)	
WEEK 6 Monday June 25	Module 5	Multi-Table Forms 65% Point	In Class— • AC Mod_5 Project on SAM • AC Mod_5 Project Exam on SAM Hybrid— • AC Mod_5 Training on SAM • AC Mod_5 Training Exam on SAM	3 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday June 27	Module 5	Multi-Table Forms	In Class – Continue working on Module 5 assignments (due at midnight)	3,6 b,c
	Module 6	Advanced Report Techniques	Module 6 assignments due at midnight, July 11 • Lecture/Demonstration on Module 6 Work (PrattLast Associates)	
Summer Break July 2 – 5		July 4—4th of July Holiday		
WEEK 7 Monday July 9	Module 6	Advanced Report Techniques	In Class— • AC Mod_6 Project on SAM • AC Mod_6 Project Exam on SAM Hybrid— • AC Mod_6 Training on SAM • AC Mod_6 Training Exam on SAM	3,6 b,c
Wednesday July 11	Module 6	Advanced Report Techniques	In Class— Continue working on Module 6 assignments (due at midnight)	3,6 b,c
WEEK 8 Monday July 16	Module 7	Advanced Form Techniques	Module 7 assignments due at midnight, July 25 In Class— • Lecture/Demonstration on Module 7 Work (PrattLast Associates) Hybrid – • AC Mod_7 Project on SAM • AC Mod_7 Project Exam on SAM	5,7 b,c
Wednesday July 18	Module 7	Advanced Form Techniques	In Class – • AC Mod_7 Training on SAM Hybrid – • AC Mod_7 Training Exam on SAM	5,7 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 9 Monday July 23	Module 7	Advanced Form Techniques	In Class— Continue working on Module 7 assignments (due at midnight)	5,7 C
Wednesday July 25	Module 7	Advanced Form Techniques	Hybrid— Continue working on Module 7 assignments (due at midnight)	

COMPETENCY AREAS:

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 CORE EDUCATIONAL 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.

BUSN 1420—Database Applications—Document Sheet

MODULE 1—Databases and Database Objects: An Introduction

- ___ AC_Module 1 Textbook Project (SAM)
- ___ AC_Module 1 Project on SAM
- ___ AC_Module 1 Project Exam on SAM
- ___ AC_Module 1 Training on SAM
- ___ AC_Module 1 Training Exam on SAM

MODULE 2—Querying a Database

- ___ AC_Module 2 Textbook Project (SAM)
- ___ AC_Module 2 Project on SAM
- ___ AC_Module 2 Project Exam on SAM
- ___ AC_Module 2 Training on SAM
- ___ AC_Module 2 Training Exam on SAM

MODULE 3—Maintaining a Database

- ___ AC_Module 3 Textbook Project (SAM)
- ___ AC_Module 3 Project on SAM
- ___ AC_Module 3 Project Exam on SAM
- ___ AC_Module 3 Training on SAM
- ___ AC_Module 3 Training Exam on SAM

PROJECT 4—Creating Reports and Forms

- ___ AC_Module 4 Textbook Project
- ___ AC_Module 4 Project on SAM
- ___ AC_Module 4 Project Exam on SAM
- ___ AC_Module 4 Training on SAM
- ___ AC_Module 4 Training Exam on SAM

MODULE 5—Multiple-Table Forms

- ___ AC_Module 5 Textbook Project
- ___ AC_Module 5 Project on SAM
- ___ AC_Module 5 Project Exam on SAM
- ___ AC_Module 5 Training on SAM
- ___ AC_Module 5 Training Exam on SAM

MODULE 6—Advanced Report Techniques

- ___ AC_Module 6 Textbook Project
- ___ AC_Module 6 Project on SAM
- ___ AC_Module 6 Project Exam on SAM
- ___ AC_Module 6 Training on SAM
- ___ AC_Module 6 Training Exam on SAM

MODULE 7—Advanced Form Techniques

- ___ AC_Module 7 Textbook Project
- ___ AC_Module 7 Project on SAM
- ___ AC_Module 7 Project Exam on SAM
- ___ AC_Module 7 Training on SAM
- ___ AC_Module 7 Training Exam on SAM

___ SAM Projects	35%
___ SAM Project Exams	30%
___ SAM Training Exams	35%
___ Grade	