



TENTATIVE—SUBJECT TO CHANGE

**CIST2129 COMPREHENSIVE DATABASE TECHNIQUES
HYBRID COURSE SYLLABUS
Summer Semester 2022 (202216)**

COURSE INFORMATION

Credit Hours/Minutes: **4/5250**

Campus/Class Location: **Swainsboro Building 2, Room 2106**

Class Meets: **Monday/Wednesday 9:00 AM – 11:35 AM, 60% in class, 40% online for 9 weeks**

Course Reference Number (CRN): **60056**

Preferred Method of Contact: **Southeastern Technical College Office 365 email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers

Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus, Building 2, Room 2106

Office Hours: 8 a.m. – 11:30 a.m. Tuesday/Thursday, 1:30 p.m. – 4:00 p.m. Monday/Wednesday

Phone: 478-289-2221

Fax Number: 478-289-2276

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'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

REQUIRED TEXT

REQUIRED SUPPLIES & SOFTWARE

Students do not need to purchase a book if they purchase a Cengage Access Card. Cengage Unlimited Printed Access card: 4 months access 978-0-357-70003-7; 1 year access 978-0-357-70004-4; 2 year access 978-0-357-70005-1

The actual printed book is SC Series® Microsoft® Access 2016: Comprehensive Edition Loose Leaf, Pratt/Last, ISBN 978-1-337-25107-5

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 Connection (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 provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

MAJOR COURSE COMPETENCIES

1. Demonstrate the ability to effectively design, create and manage a database
2. Construct and relate tables to enforce referential integrity
3. Apply advanced techniques of form design to be used to enter and modify data
4. Develop queries including queries that filter, update and display data in varying Forms
5. Design reports which include headers and footers, grouping and sorting, subtotals and totals

PREREQUISITE(S)

None

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

Students are also expected to complete all chapter work, project assignments, and tests on the dates specified on the included lesson plan. Assignments will be completed in MindTap where grades will be transferred to Blackboard. Late assignments will not be accepted. Students who miss any assignment, test, or project will receive a grade of 0.

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 on Monday of each week.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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 accessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

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

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and Lab assignments **will result in a grade of zero. There will be no makeup of Tests/Exams, Review Questions, or Labs.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. **Note:** If

student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. **No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. ALL Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Monday and end on Sunday with assignments due on Monday at 11:55 PM. See Lesson Plan.**

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 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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 \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
MindTap Training & Textbook Project	20%
MindTap Projects	25%
MindTap Training Exams	25%
Discussion Boards	5%
Final Exam	25%

GRADING SCALE

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

Course Number and Name

Summer Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 May 16 – 23	1	Intro to Course Syllabus-Lesson Plan Database and Database Objects	Read information under Getting Started Read Chapter 1 Complete Chapter 1 Training and Exam in SAM Complete Chapter 1 Project in SAM Login to the course on Blackboard Complete Pledge Acknowledgement and Student Introduction Complete Chapter 1 Book assignment, and submit to drop box in Blackboard Complete Chapter 1 Project Exam in SAM WEEK 1 ASSIGNMENTS DUE 11:55 PM MAY 23	1,2 a,b,c
Week 2 May 24 - 31	2	Querying a Database Holiday Monday May 28	Read Chapter 2 Complete Chapter 2 Training and Exam in SAM Complete Chapter 2 Project in SAM Complete Chapter 2 Book assignment and submit to drop box in Blackboard Complete Chapter 2 Project Exam in SAM WEEK 2 ASSIGNMENTS DUE 11:55 PM MAY31	2,3 b
Week 3 May 31 - June 6	3	Maintaining a Database	Read Chapter 3 Complete Chapter 3 Training and Exam in SAM Complete Chapter 3 Project in SAM Complete Chapter 3 Book assignment and submit to drop box in Blackboard Complete Chapter 3 Project Exam in SAM WEEK 3 ASSIGNMENTS DUE 11:55 PM JUNE 6	1,2 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 June 7 - 13	4	Creating Reports and Forms	Read Chapter 4 Complete Chapter 4 Training and Exam in SAM Complete Chapter 4 Project in SAM Complete Chapter 4 Book assignment and submit to drop box in Blackboard Complete Chapter 4 Project Exam in SAM WEEK 4 ASSIGNMENTS DUE 11:55 PM JUNE 13	3,5 b
Week 5 June 14 -21	5	Multi-Table Forms	Read Chapter 5 Complete Chapter 5 Training and Exam in SAM Complete Chapter 5 Project in SAM Complete Chapter 5 Book assignment and submit to drop box in Blackboard Complete Chapter 5 Project Exam in SAM WEEK 5 ASSIGNMENTS DUE 11:55 PM JUNE 21	3,5 a,b,c
Week 6 June 21 - 27	6	Advanced Report Techniques	Read Chapter 6 Complete Chapter 6 Training and Exam in SAM Complete Chapter 6 Project in SAM Complete Chapter 6 Book assignment and submit to drop box in Blackboard Complete Chapter 6 Project Exam in SAM WEEK 6 ASSIGNMENTS DUE 11:55 PM JUNE 27	5 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 June 28 – July 11	7	Advanced Form Techniques This week includes summer break from 7/5 – 7/8	Read Chapter 7 Complete Chapter 7 Training and Exam in SAM Complete Chapter 7 Project in SAM Complete Chapter 7 Book assignment and submit to drop box in Blackboard Complete Chapter 7 Project Exam in SAM WEEK 7 ASSIGNMENTS DUE 11:55 PM JULY 12	3 b
Week 8 July 12 - 18	8	Macros, Navigation Forms and Control Layouts	Read Chapter 8 Complete Chapter 8 Training and Exam in SAM Complete Chapter 8 Project in SAM Complete Chapter 8 Book assignment and submit to drop box in Blackboard Complete Chapter 8 Project Exam in SAM WEEK 8 ASSIGNMENTS DUE 11:55 PM JULY 19	3,4 a,b,c
Week 9 July 19 - 25	8	Macros, Navigation Forms and Control Layouts	Read Chapter 9 Complete Chapter 9 Training and Exam in SAM Complete Chapter 9 Project in SAM Complete Chapter 9 Book assignment and submit to drop box in Blackboard Complete Chapter 9 Project Exam in SAM WEEK 9 ASSIGNMENTS DUE 11:55 PM JULY 26	3,4 b
Final Exam July 27	1 – 8	Comprehensive Final	FINAL EXAM MUST BE COMPLETED ON CAMPUS	1,2,3,4,5 a,b,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Demonstrate the ability to effectively design, create and manage a database
2. Construct and relate tables to enforce referential integrity
3. Apply advanced techniques of form design to be used to enter and modify data
4. Develop queries including queries that filter, update and display data in varying Forms
5. Design reports which include headers and footers, grouping and sorting, subtotals and totals

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.