



CIST2129 COMPREHENSIVE DATABASE TECHNIQUES

COURSE SYLLABUS

Hybrid

Summer Semester 2018

COURSE INFORMATION

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

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

Class Meets: **Tuesday and Thursday 8:00 AM – 11:05 AM, 60% in class, 40% online for 9 weeks**

Course Reference Number (CRN): **60104**

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

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. Jamie Powers**

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

Office Hours: **1:00pm – 5:00pm Monday/Wednesday Swainsboro Campus and 3:45pm – 5:00pm**

Tuesday/Thursday Vidalia Campus

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

Phone: **478-289-2221**

Fax Number: **478-289-2214**

Tutoring Hours (if applicable): **Made by appointment with instructor**

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 HANDBOOK

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

REQUIRED TEXT

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

REQUIRED SUPPLIES & SOFTWARE

Microsoft Access 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox (recommended) or Google Chrome. Students will have access to Office 365 to download Access 2016 however. Students will be saving their assignments to the Blackboard drop box and Completing work in SAM

Note: Although students can use their smart phones and tablets to access their online course(s), exams, 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 (HYBRID)

STUDENT REQUIREMENTS (Online): 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 submitted via Blackboard through a Chapter Dropbox, and SAM. Late assignments will not be accepted. Students who miss any assignment, test, or project will receive a grade of 0.

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.

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.)

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

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 (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
Unannounced Quizzes	10%
SAM Projects	30%
SAM Project Exams	30%
SAM Training Exams	30%

GRADING SCALE

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

CIST2129 COMPREHENSIVE DATABASE TECHNIQUES

Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 May 15 – 21	1	Intro to Course Syllabus-Lesson Plan Database and Database Objects	Online: Read information under Getting Started Read Chapter 1 Complete Chapter 1 Training and Exam in SAM Complete Chapter 1 Project in SAM In Class: 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 21	1,2 a,b,c
Week 2 May 22 – 28	2	Querying a Database Holiday Monday May 28	Online: Read Chapter 2 Complete Chapter 2 Training and Exam in SAM Complete Chapter 2 Project in SAM In Class: 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 MAY 29	2,3 b

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 May 29 – June 4	3	Maintaining a Database	Online: Read Chapter 3 Complete Chapter 3 Training and Exam in SAM Complete Chapter 3 Project in SAM In Class: 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 4	1,2 a,b,c
Week 4 June 5 – June 11	4	Creating Reports and Forms	Online: Read Chapter 4 Complete Chapter 4 Training and Exam in SAM Complete Chapter 4 Project in SAM In Class: 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 11	3,5 b
Week 5 June 12 – June 18	5	Multi-Table Forms	Online: Read Chapter 5 Complete Chapter 5 Training and Exam in SAM Complete Chapter 5 Project in SAM In Class: 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 18	3,5 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 June 19 – June 25	6	Advanced Report Techniques	Online: Read Chapter 6 Complete Chapter 6 Training and Exam in SAM Complete Chapter 6 Project in SAM In Class: 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 25	5 a,b,c
Week 7 June 26 – July 9	7	Advanced Form Techniques	Online: Read Chapter 7 Complete Chapter 7 Training and Exam in SAM Complete Chapter 7 Project in SAM In Class: 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 9	3 b
Week 8 July 10 – July 16	8	Macros, Navigation Forms and Control Layouts	Online: Read Chapter 8 Complete Chapter 8 Training and Exam in SAM Complete Chapter 8 Project in SAM In Class: 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 16	3,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 July 17 – July 26	8	Macros, Navigation Forms and Control Layouts	Online: Read Chapter 9 Complete Chapter 9 Training and Exam in SAM Complete Chapter 9 Project in SAM In Class: 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

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.