BUSN 1420 - Database Applications

Course Information

Course Type: Online
Instructor:

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 databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Credit/Contact Hours: 4 semester hours credit. Contact hours -- lecture – 30 hours, lab – 60 hours

Prerequisite/Corequisite: Prerequisite – COMP 1000, Introduction to Computers

Competency Areas:

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<td>Database Concepts</td>
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Online Information

Proctoring Exams/Assignments:

In order to comply with accreditation requirements for the validation of student identity for all online classes, all students enrolled in online courses at Ogeechee Technical College (OTC) are required to have at least one on-campus or proctored event for each online course in which they are enrolled.

The instructor will notify students of the time, date, and location of the proctored event by posting an announcement on the course home page in ANGEL. Students must attend the on-campus or proctored session as scheduled on the Lesson Plan/Course Calendar.
Any student who lives more than 50 miles from OTC may make arrangements with the instructor to complete the proctored event with an approved proctor. A student may request an off-campus proctor by submitting the Proctor Nomination Form to the course instructor by the date established by the instructor. The instructor must approve the date and time of the off-campus event.

Any student who does not complete the proctored event as scheduled must submit to the instructor a valid documented excuse within three business days of scheduled event. If the excuse is approved, the students must make arrangements with the instructor to reschedule the missed event. Any penalty and makeup directions will be at the instructor's discretion.

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within 3 business days will be withdrawn from the course with a WF.

**Textbook & Materials**

Textbook Title: Microsoft Access 2013 Level 1  
Author(s): Nita Rutkosky, Audrey Roggenkamp, & Ian Rutkosky  
ISBN: 978-0-76385-404-1  
Publisher: EMC Publishing  
Materials: Required – Portable drive (flash drive suggested)  
SNAP code  
Data files from CD  
Suggested – Microsoft Office 2013 (for use outside of classroom), ear buds or headset for viewing tutorials or other audio / video content

**Assessment**  
Distribution of Grades:  
Assignments – 50%  
Tests / exams – 50% (including proctored exam)

**Grading Scale:**  
A  90-100  
B  80-89  
C  70-79  
D  60-69  
F  59 and below  

**Proctored Exam:** (TBD)

**Work Ethics Information:**  
The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student
success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

Classroom Policies

Attendance: Students are required to attend all class sessions.

Course Withdrawal: Students may withdraw from a course without academic penalty until the midpoint of the term (as stated in the Academic Calendar and in the OTC Catalog and Student Handbook). By withdrawing before the midpoint of the term, the student is automatically assigned a grade of W, which does not affect term or cumulative grade point average. Grades of W will affect satisfactory academic progress for financial aid purposes. Students who stop attending class (es) without formally withdrawing risk earning a final grade of F, which will appear on the academic transcript. Refer to the OTC Catalog and Student Handbook for further details.

Late Work: All items to be submitted for this class will have a deadline. You are expected to turn in all assignments prior to the deadline. No work will be accepted after the deadline. Deadlines will not be extended or changed. This policy includes regular assignments, tests, and exams. The best policy for you to follow is to create an artificial deadline for yourself of at least 24 hours prior to the actual deadline. Therefore, if you run into problems and issues, you will have 24 hours to correct the problem.

Missed Exams: Not accepted

Absences: The maximum allowed absences from the class is 10%. Any student who exceeds this amount may be dropped from the class. If the class is held in a traditional setting (defined meeting times in a classroom setting) each tardy occurrence is considered to be one-third of an absence.

Extra Credit: None

Cheating/Plagiarism: Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the OTC Catalog and Student Handbook. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are
advised that faculty routinely use [turnitin.com](http://www.turnitin.com) both to prevent plagiarism and to assist in verifying when/if it has occurred.

**Safety**

Each classroom has safety procedures posted in the room. In case of emergency while on campus, please refer to the *Emergency Operations and Safety Plan* and the *Blood Borne Pathogen Exposure Control Plan* found by the door of all classrooms and labs on the OTC campus. A copy of the *OTC Safety Plan* can be found online at:

http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Director of Campus Safety & Security contact information is as follows: Stan York, 912.681.5667, syork@ogeecheetech.edu.

**Disability Statement**

Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, Kennedy Bldg., 912.486.7211, to coordinate reasonable accommodations.

**Special Populations Assistance Program**

Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

**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.

**Communication**

Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

**OTC Alert**

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts
are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students → Banner Web → OTC Alert Information.

**Library Resources**

The Ogeechee Technical College Library provides students access to books, periodicals, ebooks, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects is available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday-Thursday from 7:00 am until 9:30 pm.

**Copyright Notice**

“The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

**CAAP/NOCTI Statement**  N/A

**Tentative Schedule**  See ANGEL / SNAP