

**Central Ohio Technical College
Business, Engineering, Math & Technology
Business Management
Autumn Quarter, 2008
September 24, 2008 to December 14, 2008
Syllabus, Part I**

On-Line Sections ONLY

Course Title:	Database Concepts/Applications 1
Course Number:	2067 NV, VV, WV & XV (On-line course)
Course Credit:	3 credit hours/5 contact hours
Instructor:	Bonnie Buchanan, Assistant Professor Office: H 181 E-Mail Address: bbuchana@cotc.edu Office hours: Posted on faculty web site: http://www.cotc.edu/bbuchanan/ Mail box: Located in Services Center in Founders Hall
Course Prerequisite:	Students must have the ability to type and know how to navigate in the Windows environment.
Course Description:	This course is the study of principles and procedures of how records are created, stored, retrieved, retained, and disposed of using a standard database software program. Students will gain an understanding of the basics of database design and the very specific relationships among objects of which a database is comprised.
Course Goals:	<ol style="list-style-type: none">1.0 Students will demonstrate the ability to construct a functional database for data storage and retrieval as necessary to the management of records.2.0 Students will demonstrate an understanding of the basic functions of a database that includes working with a variety of objects and the relationship between those objects.3.0 Students will be able to perform basic functions within a database including adding, deleting, finding, and sorting records contained in objects.4.0 Students will demonstrate an understanding of the uses of forms in a database.5.0 Students will demonstrate an understanding of and skill in the use of objects in a database.6.0 Students will demonstrate an understanding of the various types of queries and how they are used to extract data.7.0 Students will demonstrate an understanding of the basic relationship that a database program has to an operating system.

- 8.0 Students will be able to construct basic queries for informational purposes.
- 9.0 Students will be able to construct basic reports for presenting data.

Required Resources:

Textbook(s): None (for on-line course only)

Other resources: SimNet Access code. Go to faculty web page for direct link.

Note: You can use your SimNet Access code for 2 years to take software courses on-line.

Accessing course: The course web site can be accessed by clicking on the following link:
<https://cotc.simnetonline.com/Students/CombinedLogin.aspx>

Faculty web site: The link to the instructor's home page is: <http://www.cotc.edu/bbuchanan/>

Additional Resources:

ITS Resources: Tech Connect:
<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Course Registration Instructions:

Click on the link above to access the course log-in screen.

You **MUST** have a student registration course for access to assignments. If you did not purchase a code from the campus bookstore, you can purchase one on-line via a link on the course access page. See the link under "**Accessing the Course**" (above)

Follow the directions on the registration web page to gain access. *Note: You will need to click on "I don't have an access code" link to purchase your code on-line.*

Important! Read the SimNet for Office 2007 Student Guide. It is located on the instructor's faculty web site. Your Course Registration email will serve as verification that you have read and understand the Student Guide and syllabus.

Once you have entered your registration code and registered for the course, send the instructor an email verifying that you have accessed the course and that you understand and have read the SimNet Student Guide and syllabus. Students will be held accountable for understanding both.

The subject line must contain the following:
The course number, section and "Course Registration Verification"
Example: 2037 VV, Course Registration Verification, Liz Jones
Any subsequent emails sent to the instructor, MUST contain the course number in the subject line.

Course composition:

The on-line SimNet Office 2007 simulation course is comprised of the following:

When you first sign into the course, there are five tabs at the top of the page. Click on Assignments to access your lessons, practice exams and exams.

Complete the lessons first, than the practice exams (which you can take twice and drop the lower grade) and finally, the exams for EACH section.

Lessons: There are three sections/tabs for each lesson that need to be completed: "Teach me"; "Show me"; and "Let me try". You must complete all three sections to receive credit.

Exams and Practice Exams: When finishing practice exams and exams, it is imperative that you click on "End Exam" in order for your grade to be calculated.

There is a lesson, practice test(x2) and exam due the first week of the quarter. Be sure to see the **Course Calendar**.

SimNet Technical Support:

Contact McGraw-Hill Technical Support if you require assistance:

Toll free: 1-800-331-5094

Sunday (6 PM -11 PM Central)

Monday-Thursday (8 AM – 11 PM Central)

Friday (8 AM – 6 PM Central)

Virus Policy:

All e-mail sent through COTC is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted. It is the student's responsibility to ensure that a virus free assignment is delivered on time to the instructor.

General Policies:

For individual issues, students should contact the instructor directly by e-mail or telephone. You should use the instructor's COTC e-mail address, as well as your COTC email account for all e-mail communication. E-mail and telephone messages will normally be answered within 48 hours. E-mails must identify the course number and assignment in the subject line for credit.

Student Responsibilities:

This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students..

Students are expected to initiate contact with the instructor.

Written Assignments:

Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format. Plagiarism will not be tolerated and students found violating the college policy, will be reported for disciplinary action according to the COTC Academic Misconduct Policy.

First week assignment: As part of COTC's requirement to have accurate course attendance records, you are required to contact the instructor by the end of the first week of the quarter via the COTC email system. You must provide the following information:

*Full name which is used for COTC records and any nickname you want used

*E-mail address

*Confirmation that you have accessed the web site using the login and password that you created and you have navigated through the web site and understand how to utilize all the resources.

Failure to complete this portion of the first week's assignment will result in you being reported "not attending" to the Records and Registration office.

General Policies

Missing an Exam or Lesson: The start time for most assignments is 12:00 Midnight on Mondays and the end time is 11:00 PM on Sundays. Check the course calendar for specific dates. Make-ups will only be given in *exceptional* circumstances. A student unable to complete a scheduled lesson or exam by the due date MUST notify the instructor PRIOR to the scheduled time. Failure to do so may result in a grade of zero.

Special Accommodations:

Disability Statement: Any student with a documented disability, which may require special accommodations, should self-identify to the instructor as early as possible in order to receive effective and timely accommodation. Please realize that all instructors are not trained in working with all types of physical, emotional or mental conditions.

Academic Misconduct: Under the jurisdiction of the COTC Appeals Board, academic misconduct includes, but is not limited to the following:

Dishonesty with respect to examinations, assignments, or other activities of the classroom or laboratory.

Presentation of another person’s work without the proper use of established or designated forms of acknowledgment such as footnotes, quotations, bibliographies, etc. (plagiarism).

Any form of academically unethical behavior involving misuse of the College computers.

Assessment Initiative: As part of COTC’s campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, papers, etc., may be used. The data gathered will not identify individual students and is not related to the students’ grade for the course, but will be used to improve student learning at COTC.

Course Evaluation: Grading will be based on the initiative of the student, the correctness of the solution, the accuracy of the solution, the completeness of the solution, and the quality of the presentation.

FINAL GRADE will be computed using the following point distribution:

93% to 100%	-	A
90% to 92%	-	A-
87% to 89%	-	B+
83% to 86%	-	B
80% to 82%	-	B-
77% to 79%	-	C+
73 % to 76%	-	C
70% to 72%	-	C-
67% to 69%	-	D+
63% to 66%	-	D
60% to 62%	-	D-
Less than 60%	-	E

Grades are calculated by averaging all lessons, practice exams, exams and final paper

Note: Course evaluation schedule is subject to change by instructor. Proper notification will be given to students in the event a change occurs.

Important Dates to Remember:

Withdraw Date: Please refer to the COTC Academic web page for specific information on withdrawing from this course.

COURSE CALENDAR

Changes may occur in this calendar due to unforeseen events.

***Weeks begin on a Monday and end Sunday (except for Week 1)
Assignments due Sunday at 11:00 PM of the current week***

You MUST have a SimNet Access code before logging into the course for the first time. Please access the course web site via the instructor's web page: <http://www.cotc.edu/bbuchanan/>

Week one: September 24th at 12:00 midnight to September 28th at 11:00 PM – Access Overview

- Read course syllabus completely
- Read the SimNet user's guide completely
- Review the course calendar and list of assignments and be aware of all due dates
- Send email to instructor stating that you have read and understand the syllabus and user guide (specific instructions can be found under "first week's assignment" above.
- Log into the SimNet site for 2067, Database Applications I and access your assignments for Week 1
- Complete Week 1's lessons, practice exam and exam

Week Two: September 29th to October 5th - Entering and Editing Data - Tables

- Complete lessons, practice exams and Exam

Week Three: October 6th to October 12th - Relationships, Primary Keys & Back-up

- Complete lessons, practice exams and Exam

Week Four: October 13th to October 19th – Forms

- Complete lessons, practice exams and Exam

Week Five: October 20th to October 26th – Reports

- Complete lessons, practice exams and Exam

Week Six: October 27th to November 2nd – Queries

- Complete lessons, practice exams and Exam

Week Seven: November 3rd to November 9th – Database Tools

- Complete lessons, practice exams and Exam

Week Eight & Nine – November 10th to November 23rd – Review of Skills Learned

- Complete lessons, practice exams and Exam

Week Ten and Finals – November 24th to December 7th – APPLICATION OF SKILLS LEARNED

Final Paper and Project Due no later than December 7th at 11:00 PM

Contents of final paper/project can be found below.

Database Concepts and Applications I

On-Line Sections ONLY

Course Number: 2067, Database Applications I

Student Performance Objectives:

Upon completion of this course the student will be able to:

1.0 Students should be able to understand the principles of database construction and the uses of a functional, relational database for information storage and retrieval as for the management of records.

1.01 Students should identify and define the key elements of database types such as hierarchical and relational.

1.02 Students should be able to identify and define the value of database relationships such as one to one and one to many.

2.0 Students should demonstrate an ability to construct a functional database and work the objects necessary for such construction as these are represented by tables, forms and reports and the relationship of each to the other and their uses.

2.01 When given specific information, the student should demonstrate the ability to construct, enter data into, edit, and set properties for tables and forms-the objects that make up a database-for specific purpose.

2.02 Students should demonstrate an ability to utilize specific tools such as the Wizard for constructing a database.

2.03 Students will demonstrate an ability to utilize specialized tools to analyze and troubleshoot database problems such as the relationship display and analyzer.

3.0 Students should be able to construct and use basic query language for accessing, retrieving, and ordering data.

3.01 Students should construct queries using design view and the Wizard for accessing data, ordering it, printing it, and constructing reports.

3.02 Students should be able to specify criteria for the return of data through a query.

4.0 Student should be able to construct simple report using basic techniques and tools of the software.

4.01 Students should use the Report Wizard to construct a basic report from data in a Table or Query.

4.02 The student should use the various tools for grouping, sorting and style to produce a report that is technically accurate.

4.03 The student will use the design view of a constructed report to make changes to titles, fields and headers and footers. Such changes include, but are not limited to, type size and style, color and alignment.