

Elmira Business Institute

Student Syllabus: Database Applications (MIS103)

Prerequisites: OFF110: Computerized Keyboarding**Course Credits: 2****Course Delivery Mode: Residential****Course Credits/Clock Hours: 2/45****Course Description**

This course is designed as a comprehensive overview of database software. Students progress from an introductory level to advanced skill sets while preparing for applications in business and office settings through a combination of lecture and hands on use. Areas of focus will include the use and analysis of databases, the understanding of fields and records, the creation of tables and data, the development of queries, the design and implementation of forms and reports, the application of macros and programming, and the use of data with other files and applications. At the conclusion of this course, students should have the confidence to apply these computer skills in the workplace. (Lec/Lab/Ext/Total) (15/30/0/45).

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Demonstrate the use and functionality of electronic databases.
- Create, view, and maintain a new database, or an existing database.
- Devise, edit, and link database tables, establishing fields of various data types.
- Prepare, update, and delete records of data in a database table.
- Create and perform queries, and filter records.
- Construct and modify forms and reports.
- Develop macros and have a basic understanding of programming.

Required Course Texts & Course Materials

Adamski, Joseph , Kathleen T. Kinnegan, Sharon Scollard. *New Perspectives: Microsoft Office Access 2013 Comprehensive with Mind Tap1st Ed.* Boston: Cengage, 2014. Print.
(ISBN: 9781305712379)

Access to Microsoft Office Access 2013 software (available in all computer labs and the library)

Supplemental educational learning materials may include and are not limited to

To be supplied by the instructor.

Assessment

Assignments and projects will be evaluated on a standard grading rubric. Practical and written examinations will be graded according to content; (multiple choice, fill-in-the blank, short answer, and/or practicum).

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects have been graded

Student Homework Policy Statement

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours. Credits and partial credits are always rounded down.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is assumed to devote appropriate time to preparation and study outside the classroom.

Evaluation

<i>Assessment Type</i>	<i>% of Grade</i>
Tests/ Final Exam	30%
Homework	20%
In Class Lab	15%
Attendance/Professional	15%
Final Project	20%
Total	100%

Grading Scheme:

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3

66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. Along with the portfolio, one of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the college. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it

is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Academic Achievement Center

The Academic Achievement Center (AAC) hours are posted outside the door. The AAC Lab is the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or

Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)


Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a

student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “D-” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
1	<i>Introduction</i> <ul style="list-style-type: none"> <i>Syllabus, Google Drive, GMetrix</i> <i>Database Concepts, Creating Databases and Tables</i> 
2	<i>‘Create’ Options</i> <ul style="list-style-type: none"> <i>Copying Records, Managing a Database</i> <i>Simple Query, Form, Report, Navigation Pane</i>
3	<i>Building a Database</i> <ul style="list-style-type: none"> <i>Design Guidelines, Design View</i> <i>Modify Table Structure and Field Properties</i>
4	<i>Defining Table Relationships</i> <ul style="list-style-type: none"> <i>Adding Records, Import from Excel/Text</i> <i>Import and Modify Existing Table</i> <i>Relationship Editor</i>
5	<i>Defining Table Relationships</i> <ul style="list-style-type: none"> <i>Adding Records, Import from Excel/Text</i> <i>Import and Modify Existing Table</i> <i>Relationship Editor</i>
6	<i>Query Selection Criteria</i> <ul style="list-style-type: none"> <i>Exact Match, Comparison Operator</i> <i>Multiple Selection Criteria, AND/OR</i> <i>Calculated Field, Aggregate Function</i>
7	<i>Review for Midterm Examination</i>
8	<i>Midterm Examination</i>
9	<i>Creating Forms</i> <ul style="list-style-type: none"> <i>Form Wizard, Layout View, Find</i> <i>Maintaining Table Data, Sub-Form</i> <i>Report Wizard, Layout View,</i> <i>Conditional Formatting</i>

10	<i>Creating Advanced Queries</i> <ul style="list-style-type: none">• <i>Pattern Match, List-of-Values, Parameter Queries</i>• <i>NOT operator, Conditional Value in Calculated Field</i>• <i>Advanced Query Wizards</i>
11	<i>Enhanced Table Design</i> <ul style="list-style-type: none">• <i>Lookup Field, Input Mask, Object Dependencies</i>• <i>Data Validation, Long Text, Trusted Folders</i>
12	<i>Using Form Tools</i> <ul style="list-style-type: none">• <i>Database Documenter, Form Tools</i>• <i>Design View, Adding Fields, Controls</i>• <i>Combo Box, Form Headers/Footers/Titles</i>
13	<i>Creating Custom Forms</i> <ul style="list-style-type: none">• <i>Combo Box Find, Sub Form Calculated Controls</i>• <i>Tab Order, Form Appearance</i>
14	<i>Review for Final Examination</i>
15	<i>Final Examination</i>

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016 mzt Revised July 2017 klp, August 2018 js

MIS 103 Project

You run your own Plant Nursery, and need a database keeping track of your plants. You want to add information on your suppliers. You will create a new table.

- Create a new database named “Garden Plants”.
- Create a Table called “Plants”. Insert the text file “plants” you received from your instructor
- Create a new table, with the appropriate data types for each of the following:

Plant Suppliers						
Supplier	Address	City	State	Zip/Postal	Telephone	Catalog Only
Nichol's Plants & Seeds	Star Rt. 4 NW	McMinnville	OR	96589	(541)555-9988	Yes
NW Hardy Check Plants	PO Box 3099548	Vancouver	WA	98456	(360)555-9834	No
Portland Plants	42567 NW 23rd	Portland	OR	97333	(503)555-8763	No
St. John's Perennials	111 N. Main	Portland	OR	97222	(503)555-4231	No
Stillman's Greenhouse	4200 Route 14	Montour Falls	NY	14891	(607)535-4444	No
Picayune Plants	123 Main St.	Elmira	NY	14999	(607)732-1234	Yes
Pennsylvania Plants and Perennials	442 Endwell Road	Everton	PA	79855	(402)988-0009	No

- (Be sure that the Catalog Only field is a yes/no data type with a check box.) **Print the tables.**
- Create a relationship to the Plants table by linking the appropriate field. **Print the relationships.**
- Create a form for the Suppliers table called “Suppliers Entry Form”. **Save and print the form.**
- Create a Query that will show all **blue** flowers that can live in Full sun, listed by Common Name. **Print the datasheet view showing the results.**
- Create and **print results** of a second query showing all plants by common name and color that come from Washington. (WA)
- Use the Report Wizard to create a report based on the plants table.
 - Include the fields Common Name, Light Preference, Fertilize Frequency, Watering Frequency, and Flower Color.
 - Group by Flower Color
 - Sort Ascending by Common Name
 - Choose the Stepped Layout, Portrait orientation
 - Use the “Office” style.
 - Preview and print the report. It should all fit on one page.
 - Write your name on all items you print and turn them in.

Career Readiness Assessment “CRA” ☐Midterm ☐Final

Student Name: _____ **Course ID:** _____ **Instructor:** _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 80% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 70% of the class.	The student generally arrives late for the course, or stays for fewer than 60% of the class.
Class Engagement		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: _____/100

Elmira Business Institute

Student Syllabus: Presentation Skills Applications (MIS104)

Prerequisites: None

Course Delivery Mode: Residential

Credits/Clock Hours: 1/30

Course Description

The course will introduce students to presentation software Microsoft PowerPoint and Microsoft Publisher. Students will learn to create presentation materials. The course will cover topics in creative presentation skills, customizing slide formats, customizing presentations, and management and delivery of presentations. (Lec/Lab/Ext/Total) (0/30/0/30).



Course Credits: 1

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Identify key elements of the PowerPoint window.
- Construct sophisticated slideshows.
- Integrate PowerPoint files with other applications
- Identify and work with key elements of the Publisher window
- Create a variety of publications using Microsoft Publisher
- Describe five uses for Presentation Software.
- Interpret all appropriate terminology

Required Course Texts & Course Materials

Zimmerman, S. Scott, Beverly B. Zimmerman, Katherine T. Pinard. *New Perspectives on Microsoft PowerPoint 2013, Comprehensive with Mind Tap* 1st Ed. Boston: Cengage, 2014. Print.
(ISBN 9781305712393)

Access to Microsoft PowerPoint 2013 software (available in all computer labs and the library)

Supplemental educational learning materials may include and are not limited to

To be supplied by the instructor.

Assessment

Assignments and projects will be evaluated on a standard grading rubric. Practical and written examinations will be graded according to content; (multiple choice, fill-in-the blank, short answer, and/or practicum).

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be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

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Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is assumed to devote appropriate time to preparation and study outside the classroom.

Evaluation

Assessment Type	% of Grade
Projects	20%
Homework	20%
In Class Lab	15%
Attendance/Professionalism	15%
Midterm/Final Exam	30%
Total	100%

Grading Scheme

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
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73-75	C	2.0
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68-69	D+	1.3
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65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----

Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies

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- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
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The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)


Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to

understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “D-” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
1	Introduction <ul style="list-style-type: none"> Syllabus, Google Drive, GMetrix Presentation Concepts 
2	Creating a Presentation: <ul style="list-style-type: none"> Planning a Presentation, Creating a New Presentation, Creating a Title Slide, Saving and Editing, Adding Slides, Creating Lists, Formatting Text, Using SmartArt, Manipulating Slides
3	Creating a Presentation Continued <ul style="list-style-type: none"> Renaming Presentations, Changing Themes, Working with Photos, Resizing and Moving Objects, Adding Speaker Notes, Checking Spelling, Running a Slide Show
4	Adding Media and Special Effects <ul style="list-style-type: none"> Working with Themes, Inserting and Formatting Online Pictures, Inserting and Formatting Shapes, Rotating and Flipping Objects, Creating and Formatting Tables, Inserting Symbols and Characters, Changing the Proofing Language
5	Adding Media and Special Effects Continued <ul style="list-style-type: none"> Applying Transitions, Applying Animations, Adding and Modifying Video, Compressing Media, Adding Footers and Headers
6	Applying Advanced Formatting <ul style="list-style-type: none"> Creating SmartArt Diagrams, Adding Audio, Adding Charts, Inserting and Formatting Text Boxes, Applying WordArt Styles
7	Advanced Formatting Continued, Review for Mid-Term Exam <ul style="list-style-type: none"> Editing Photos, Creating Custom Shapes, Applying Advanced Formatting, Making Presentations Accessible
8	Midterm Examination

9	Advanced Animations <ul style="list-style-type: none"> • Adding Multiple Animations, Using the Animation Pane, Setting Animation Triggers, Changing the Slide Background, Creating and Editing Hyperlinks, Customizing Theme Colors
10	Advanced Animations Continued <ul style="list-style-type: none"> • Creating a Self-Running Presentation, Overriding the Automatic Timings, Applying Kiosk Browsing, using the Document Inspector, Saving for Distribution
11	Integrating PowerPoint <ul style="list-style-type: none"> • Importing Word Outlines, Resetting Slides, Inserting Slides from Other Presentations, Working with Layers, Advanced Animation Effects, Inserting a Word Table, Inserting excel Data and Objects, Formatting Chart Elements, Breaking Links, Annotating Slides during a Slideshow, Creating Handouts
12	Customizing Presentations <ul style="list-style-type: none"> • Sharing and Collaborating, Modifying Themes, Working in Slide Master View, Creating a Custom Layout
13	Creating Special Types of Presentations: <ul style="list-style-type: none"> • Create a Photo Album Presentation • Create a custom layout • Create WordArt • Add & customize a motion path animation • Use the Animation Painter • Add a trigger for an animation • Animate a text box to display letters one at a time • Customize the Quick Access Toolbar & the Ribbon • Create and save a custom shape • Mark a presentation as final
14	Final Presentations Due, Review for Final Examination
15	Final Examination

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016 mzt, Revised July 2017 klp, August 2018 js

Career Readiness Assessment “CRA” ☐Midterm ☐Final

Student Name: _____ **Course ID:** _____ **Instructor:** _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 80% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 70% of the class.	The student generally arrives late for the course, or stays for fewer than 60% of the class.
Class Engagement		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: _____/100

Elmira Business Institute

Student Syllabus: Advanced Database Applications (MIS203)

Prerequisites: None

Course Delivery Mode: Residential

Credits/Clock Hours: 3/60

Course Description

This course is designed as a compressive overview of database software, progressing from an introductory level to advanced skill sets. Students prepare for applications in business and office settings through a combination of lecture and hands-on use. Areas of focus will include the use and analysis of databases, the understanding of fields and records, the creation of tables and data, the development of queries, the design and implementation of forms and reports, the application of macros and programming, and the use of data with other files and applications. At the conclusion of this course, students should have the confidence to apply these computer skills in the workplace. (Lec/Lab/Ext/Total) (30/30/0/60).



Course Credits: 3

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Demonstrate the use and functionality of electronic databases.
- Create, view, and maintain a new database, or an existing database.
- Construct, edit, and link database tables, establishing fields of various data types.
- Collect, update, and delete records of data in a database table.
- Create and perform queries, and filter records.
- Construct and modify forms and reports.
- Develop macros and have a basic understanding of programming.

Required Course Texts & Course Materials

Adamski, Joseph J and Kathleen T. Kinnegan. *New Perspectives: Microsoft Office Access 2013 Comprehensive*. with Mind Tap. (ISBN 9781305712386)

Access to Microsoft Office Access 2010 software (available in all computer labs and the library)

Supplemental educational learning materials may include and are not limited to

Other supplemental materials will be provided by instructor throughout the course

Assessment

Assignments and projects will be evaluated on a standard grading rubric. Practical and written examinations will be graded according to content; (multiple choice, fill-in-the blank, short answer, and/or practicum).

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects have been graded.

Student Homework Policy Statement

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours. Credits and partial credits are always rounded down.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is assumed to devote appropriate time to preparation and study outside the classroom.

Evaluation

<i>Assessment Type</i>	<i>% of Grade</i>
Tests/ Final Exam	30%
Homework	20%
In Class Lab	15%
Attendance/Professional	15%
Final Project	20%
Total	100%

Grading Scheme:

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3

66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	T	----

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. Along with the portfolio, one of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the college. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it

is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Academic Achievement Center

The Academic Achievement Center (AAC) hours are posted outside the door. The AAC Lab is the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)


Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to

understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “D-” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
1	<i>Introduction</i> <ul style="list-style-type: none"> Syllabus, Google Drive, GMetrix Database Concepts Recap 
2	<i>Customizing Reports</i> <ul style="list-style-type: none"> Customizing existing Reports in multiple views, designing and creating custom reports, Working with Controls
3	<i>More customizing reports</i> <ul style="list-style-type: none"> Adding dates, times and others to a report
4	<i>Sharing, Integrating and Analyzing Data</i> <ul style="list-style-type: none"> Exporting data to XML and HTML, Exporting Queries to HTML, Importing CSV Files, Importing Tables, Using XML
5	<i>More on Sharing, Integrating and Analyzing Data</i> <ul style="list-style-type: none"> Tabbed forms, Integrating Access with Other Programs, Embedding a Chart in a Form, Using Templates, Exporting to PDF, Linking to Excel
6	<i>Using Action Queries</i> <ul style="list-style-type: none"> Action Queries; Make Table, Append, Delete, Update
7	<i>Advanced Table Relationships and Review for Mid-Term Exam</i> <ul style="list-style-type: none"> Relationships between tables, Defining M:N, 1:1 Relationships, Joining Tables, Using Indexes
8	<i>Midterm Examination</i>
9	<i>Automating Tasks with Macros</i> <ul style="list-style-type: none"> Understanding, running, creating, and modifying macros.
10	<i>Navigation and other forms</i> <ul style="list-style-type: none"> Navigation form, User Interface, Creating a frmQueries Form, Using SQL, Adding Command Buttons, Creating Macros for the Queries Form

11	<i>Using and Writing Visual Basic for Applications Code</i> <ul style="list-style-type: none">• Introducing Visual Basic, Using Existing Procedures, Creating Functions, Testing Procedures
12	<i>Visual Basic Continued</i> <ul style="list-style-type: none">• Creating Event Procedures, Adding Second Procedures, Changing Case of Field Values, Hiding and Modifying Controls
13	<i>Managing and Securing a Database</i> <ul style="list-style-type: none">• Filtering Data, Creating Subqueries, Multivalued Fields, Creating Attachment Fields Performance Analyzer, Linking Tables, Database Splitter, Database Properties
14	<i>Review for Final Examination</i>
15	<i>Final Examination</i>

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Revised February 2016 mzt, Revised July 2017 klp, August 2018 js

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Total Points: ____/100