

Southern Arkansas University Tech
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www.sautech.edu

Online Course Information Form

Course Number: OS1113

Course Title: Records & Database Management

Course Description: Instruction in the use of Access for database creation and management. Sufficient skill coverage for Core-level Microsoft Office User Specialist (MOUS) certification in Access

Instructor: Phyllis Hutson

Instructor Bio: I am the instructor of Office Systems Technology. I earned my BBA and MAT from SAU, and my MBA from the University of North Alabama.

Prerequisite: None

Textbook Title: Microsoft Access 2007: Professional Approach. Juarez, McGraw-Hill.

Learning Outcomes: Understanding Access Databases, Designing and Managing Database Objects, Integrating Database Objects, Using Advanced Features

Teaching Methodology, including description of interaction between student and instructor: Will complete computer assignments in Access 2007 using the textbook instructions. There is a Discussion Question for each lesson that the student must answer and they must reply to another student's response. These postings will be graded. Students will remain in contact with instructor and other students and ask questions using the Discussion and Email tools in Blackboard. All assignments will be submitted using the Assignment Tool.

Methods of Testing: Tests are computer tasks like the assignments and are timed. There is a test at the end of each Unit.

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):

Unit 1 (Ch. 1-4) assignments and tests must be submitted by the mid-term deadline or zeros will be recorded. Unit 1 (Ch. 1-4) assignments and tests will NOT be accepted after the mid-term deadline. No more than 1 Unit of work or 1 Unit exam may be submitted the last two weeks of the course! The Final Exam must be taken at an approved proctored location. Visit the college web site at http://www.sautech.edu/web_based_learning/policies/proc_sites.pdf for more detailed information.

Students must post to the discussion board once a unit, stay in contact with the instructor and show progress throughout the course.

Other Considerations (writing ability, assignments/projects, time considerations, etc.) Assignments must be completed in order as they build and there is a lot of work to do to complete the course so it is very important to continually work to satisfactorily complete the course.