Nashville State Community College
Business & Applied Arts Division
Computer Accounting

Master Course Syllabus

ACCT 2840 Database Applications

4 Credits
4 Class Hours

A course designed to apply the concepts of the accounting information system within a relational database. A popular database program is used to create tables, forms, queries, and reports. Critical thinking and creative design skills are emphasized. Prerequisite(s): INFS 1010 and ACCT 1020 with a grade of "C" or higher.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:

Textbook and Other Materials:

Textbook:	*New Perspectives on Ms Access 2013*, Introductory Edition, by Adamski and Finnegan.
	ISBN: 978-1-2850-9921-7
Software:	Microsoft Access, Word, and Excel

Course Outcomes:

Upon successful completion of this course, students should be able to:
•	Identify the basic steps involved in developing a database and create tables by defining field names and assigning appropriate field properties.
•	Manage data by entering, editing, and deleting records in forms and tables.
•	Create data entry forms applying appropriate user interfaces.
•	Design queries to retrieve and generate information using applicable criteria and operators.
•	Create well-organized reports containing relevant data found in tables or generated from queries.
•	Develop macros to manage database tasks and assign the macros to a Switchboard.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:
•	Without the use of notes or other materials, identify the purpose of and components of a database.

- Without the use of notes or other materials, identify the guidelines for designing a database.
- Without the use of notes or other materials, demonstrate an understanding of the basic terminology and/or concepts associated with database applications.
- Given relevant data, create tables which enhance user interface and enforce data controls by defining appropriate field names, types and properties.
- Without notes or other materials, describe how field properties affect internal control in a database.
- Without notes, demonstrate an appreciation of how database design can naffect user interface.
- Given tables, create and save appropriate table relationships.
- Without notes, be able to navigate within a table and/or form.
- Given data, enter, find, edit, and delete records in a table and/or a form.
- Given data, import and/or export data between Access and other applications.
- Given sorting requirements, be able to sort records in tables, queries, or reports.
- Given a database containing tables, forms, reports, and/or queries, be able to print requested data from tables, forms, reports, and/or queries.
- Given tables, create forms with appropriate user interfaces.
- Given format and field specifications, create a form containing a subform.
- Given design specifications, be able to enhance forms by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
- Given data, design queries to retrieve specified records applying appropriate criteria.
- Given desired results, define expressions in queries, forms, or reports to generate numerical data.
- Given report specifications, create well-organized reports containing relevant data found in tables or generated from queries.
- Given format and field specifications, create a report containing a subreport.
- Given design specifications, be able to enhance reports by formatting text, adding graphics, adding appropriate labels, and adjusting field layout.
- Given grouping requirements, be able to create reports with data grouped by appropriate categories.
- Given an accounting problem, apply basic mathematical concepts to arrive at a solution to the problem.
- Given a business accounting problem, apply critical thinking skills to determine and support a solution.
- Given a business or accounting assignment, use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
- Given a business or accounting problem, apply scientific thought processes to a range of situations.

Topics to be Covered:

Creating a Database
Building a Database and Defining Table Relationships
Maintaining and Querying a Database
Creating Forms and Reports
Using Form Tools and Creating Custom Forms
Creating Custom Reports

Creating Advanced Queries
Importing and exporting data
Creating Switchboards

Grading Policy:

Grading Criteria may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

Grading Scale:

Grade	Average	Points
A	90 - 100	
B	80 - 89	
C	70 - 79	
D	65 - 69	
F	0 - 64	

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor's discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.