

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
BUSINESS ADMINISTRATION DEPARTMENT
COURSE SYLLABUS FORM**

BUS 106 Computer Applications in Business II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Computer Applications in Business II	BUS 106	2	3	1	0	3	5

Language of Instruction	English
Course Status	Compulsory; Prerequisite(s): BUS 105
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Problem Solving, Critical Thinking

Course Objective
The objective of this course is to provide students an in-depth presentation of MS-Access 2013. The course exposes students to practical examples of the computer as a useful tool, provides students the proper procedures to create databases suitable for the coursework, professional purposes, and personal use, help students discover the underlying functionality of Access 2013 so they can become more productive, develops an exercise-oriented approach that allows learning by doing.

Learning Outcomes
<p>The students who become successful in this course will be able;</p> <ol style="list-style-type: none"> 1. to master the features of the Access. 2. to create a database, query, form, reports. 3. to perform calculations in queries. 4. to perform special database operations. 5. to learn to use the application package with practical examples.

Course Outline

Databases and Database Objects, Querying a Database, Maintaining a Database, Creating Reports and Forms, Multi-Table Forms, Advanced Report Techniques, Advanced Form Techniques. Applications using statistical computer programs. Each chapter presents a practical problem to be solved within a project planning framework.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Databases and Database Objects: An Introduction (Pratt & Last, Chap.1)	<ul style="list-style-type: none"> – Project–Database Creation – Creating a Database – Determining Tables and Fields – Creating a Table – Importing and Linking the Data – Additional Database Objects
2-3	Querying a Database (Pratt & Last, Chap.2)	<ul style="list-style-type: none"> – Project-Querying a Database – Creating Queries – Sorting – Joining Tables – Creating a Form for a Query – Exporting Data – Adding Criteria to a Join Query – Calculations – Crosstab Queries
4-5	Maintaining a Database (Pratt & Last, Chap.3)	<ul style="list-style-type: none"> – Project-Maintaining a Database – Updating Records – Filtering Records – Changing the Database Structure – Mass Changes – Validation Rules – Making Additional Changes to the Database
6-7	Creating Reports and Forms (Pratt & Last, Chap.4)	<ul style="list-style-type: none"> – Project-Reports and Forms – Report Creation – Multiple-Table Reports – Form Creation – Mailing Labels
8	MIDTERM EXAM	
9-10	Multiple-Table Forms (Pratt & Last, Chap.5)	<ul style="list-style-type: none"> – Project-Multiple-Table Forms – Adding Special Fields – Updating the New Fields – Multiple-Table Form Techniques – Object Dependencies – Data/Time, Long Text, and Yes/No Fields in Queries – Datasheets in Forms – Creating a Multiple-Table Form Based on the Many Table

11-12	Advanced Report Techniques (Pratt & Last, Chap.6)	<ul style="list-style-type: none"> – Project-Creating Detailed Reports – Additional Tables – Creating Reports in Design View – Creating a Second Report
13-14	Advanced Form Techniques (Pratt & Last, Chap.7)	<ul style="list-style-type: none"> – Project-Advanced Form Techniques – Creating a Form with Combo Boxes – And Command Buttons – Creating a Multipage Form
15	Review	Review
16	FINAL EXAM	

Textbook(s)/References/Materials:
Textbook: Pratt, P.J. and Last, M.Z. (2014) Microsoft Access 2013: Complete, Cengage Learning, Boston. ISBN 978-1-285-16907-1.
Supplementary References: Cox, J. and Lambert, J. (2013). Step by Step Microsoft Access 2013, Microsoft Press, Washington. ISBN 978-0-7356-6908-6.
Other Materials: Murray, D. (2020). Microsoft Access 2019 Tutorial and Lab Manual, Kendall Hunt Publishing. ISBN 978-1-942163-02-2.

Assessment		
Studies	Number	Contribution margin (%)
Attendance	14	10 (each 1)
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework	5	10 (each 2)
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
General Exam / Final Jury	1	50
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x total course hours)	16	2	32
Laboratory			
Application	16	1	16
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	16	2	32
Presentation / Seminar Preparation			
Projects			
Reports			
Homework	5	1	5
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	20	20
Preparation Period for the Final Exam / General Jury	1	25	25
Total Workload	(130/25 = 5.2)		130

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	to master the features of the Access.					X
L02	to create a database, query, form, reports.					X
L03	to perform calculations in queries.					X
L04	to perform special database operations.					X
L05	to learn to use the application package with practical examples.					X

Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		L01	L02	L03	L04	L05	
1	Know the basic concepts and practical information about the science of business administration and core business activities.			X			5
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesize the data and find solutions to business related problems.			X			4
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities.					X	4
4	Carry out independent studies in the field by utilizing obtained knowledge and skills.	X					3
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies.					X	5

6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them.					X	4
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability.						5
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs	X				X	4
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues.					X	4
10	Use the information and communication technologies and computer software required by the field.		X		X		5
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency.	X					4
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values.	X					4
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization.					X	5
14	Give research proposals, be able to design research studies, prepare and present research reports.					X	5
15	Manage work time and personal time; fulfil the requirements of his/her duties on time.			X			3
16	Have the competence to work in non-governmental organizations, private sector and public entities.	X					3
Total Effect							67

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/business-administration-1240>

Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real world phenomenon, through analyzing the situation, distinguishing problems and by suggesting solutions.

The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions.

Exams are composed of a final exam comprising 50% of the student's grade and a mid-term exam, with less weight. The rest of the grade comes from other assessment methods, shown in the assessment table included in this syllabus.

The Department of Business Administration does not tolerate any act of academic dishonesty. Examinations are individual and must be completed without any outside assistance. Students who attempt to cheat during exams will receive a failing grade from that exam. The case could also be carried to the Dean's Office for additional disciplinary action.

Assignments: The assignments could be in the form of Homework or paper writing. A paper must include 1- Abstract 2- Introduction, 3- Literature review 4- Research Method, 5- Findings and Discussion 6- Conclusion.

Scientific Research Ethic Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately. The students must not adopt "cut-copy-paste" behavior from the sources in the internet or use the contents of any type of previous work in their assignments. Plagiarism is unethical behavior and is subject to disciplinary action.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.

Projects: The projects (if are a part of the course requirements) could be performed either individually or in groups, without engaging in plagiarism.

Attendance: Attendance requirements are announced at the beginning of the term. Student are usually expected to attend at least 70% of the classes during each term.

Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.