

**Course Outline**

**COURSE:** CSIS 128                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2015                                      **CURRICULUM APPROVAL DATE:** 02/23/2015

**SHORT TITLE:** DATABASE-MS ACCESS

**LONG TITLE:** Database - MS Access

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
2	18	Lecture:	2	36
		Lab:	0	0
		Other:	0	0
		Total:	2	36

**COURSE DESCRIPTION:**

Introduction to Microsoft Access, a relational database management software tool. Students will learn to create and manage a database. This course will help prepare students for taking the Access MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent knowledge.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

72 - Dist. Ed Internet Delayed

**STUDENT LEARNING OUTCOMES:**

1. Enter data and create new database files.

Measure: homework, quizzes

PLO: 2

ILO: 7,3,2,1

GE-LO:

Year assessed or anticipated year of assessment: 2015-16

2. Using an existing database, modify the database by changing and deleting fields.

Measure: homework, projects

PLO: 2

ILO: 3,7,2,1

GE-LO:

Year assessed or anticipated year of assessment: 2015-16

3. Using an existing database, add and delete records.

Measure: homework, projects, exams

PLO: 2

ILO: 3,7,2

GE-LO:

Year assessed or anticipated year of assessment: 2008-09

4. Using an existing database, produce a report that does field and record selection.

Measure: homework, projects, quizzes

PLO: 2

ILO: 3,7,2,1

GE-LO:

Year assessed or anticipated year of assessment: 2015-16

5. Demonstrate the use of database tools such as wizards, queries, and filters.

Measure: projects, homework, exams

PLO: 1,2

ILO: 7,3,2

GE-LO:

Year assessed or anticipated year of assessment: 2008-09

#### PROGRAM LEARNING OUTCOMES:

After completing an A.A. Degree or Certificate of Achievement in Business: Accounting Option a student will be able to:

(1) apply accounting theory to accumulate and summarize financial data with common business software and

(2) will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

#### **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 02/23/2015

Students repeating this class will learn new features, and will expand previous knowledge. The software and commands are changing once a year.

WEEKS 1-3 6 HOURS

Lecture:

Introduction to databases

Microsoft MOUS exams.

Entering and modifying data.  
Menus, toolbars, and general commands.  
Copying, renaming and opening database files.  
Using forms for entering data.  
Previewing and printing.

Homework:

Read the chapters for the lecture material.  
Do the exercises at the end of the chapters.  
Create some simple databases from the textbook.  
Modify and print the database files.

Performance objectives:

The students create new databases.  
The students modify a database and print it.

WEEKS 4-6 6 HOURS

Lecture:

Create tables using design view and table wizard.  
Add and delete records.  
Creating forms using form design and form wizard.  
Creating, modifying and printing reports.  
Adding, deleting, and modifying fields.  
Adding input masks and setting field properties.

Homework:

Read the chapters for the lecture material.  
Do the exercises at the end of the chapters.  
Create forms using form design and form wizard.  
Create, modify, and print reports.  
Modify, add, and delete fields in your table.  
Setup input masks and field properties.

Performance objectives:

Students create forms using form design and form wizard.  
Students create, modify, and print reports.  
Students modify fields and setup input masks and field properties.

WEEKS 7-9 6 HOURS

Lecture:

Modifying the structure of an existing database.  
Retrieving information from your database.  
Setting up subdatasheets and creating relationships between tables.  
Sorting, indexing, filtering, and selecting data.

Homework:

Read the chapters for the lecture material.  
Do the exercises at the end of the chapters.  
Use an existing database and create a subdatasheet  
Create relationships between tables and enforce referential integrity.

Performance objectives:

Students learn how to use an existing database and create a subdatasheet  
Students learn how to create relationships between tables and enforce referential integrity.

Students sort, index, select, and filter database records.

WEEKS 10-12 6 HOURS

Lecture:

Integrating Access with other applications.

Creating and using Forms.

Importing data from Word and Excel.

Creating queries and merging data from other applications.

Set up forms with list boxes, combo boxes and other controls.

Homework:

Read the chapters for the lecture material.

Do the exercises at the end of the chapters.

Importing data from Word and Excel.

Merge records and use queries to select output.

Create forms with columnar forms, list boxes, and combo boxes.

Performance objectives:

The students import data from other applications.

The students merge data and set up queries.

The students create forms with columns, list boxes, and combo boxes.

WEEKS 13-15 6 HOURS

Lecture:

Becoming proficient with reports.

Creating, modifying, and working with reports.

Becoming proficient with queries.

Creating and using queries.

Homework:

Read the chapters for the lecture material.

Do the exercises at the end of the chapters.

Create a report based on more than one table.

Create reports with calculations and mailing label report.

Use Query Wizard to process a report.

Use queries to append and delete records.

Performance objectives:

The students create a report based on more than one table.

The students create mailing label reports and reports with calculations.

The students use Query Wizard to process a report.

The students use queries to append and delete records.

WEEKS 16-18 6 HOURS

Lecture:

Modifying table properties and joining tables.

Setting up input masks and validation properties.

Working with complex query designs.

Creating and modifying customers forms and reports.

Working with macros and modules.

Homework:

Read the chapters for the lecture material.

Do the exercises at the end of the chapters.

Create a table with validation properties and input masks.

Create tables that have relationships between the tables.  
Use advanced filters and multiple criteria to process a table.  
Use design view and subreports in a table.

Performance objectives:

The student create a table with validation properties and input masks.  
The student Create tables that have relationships between the tables.  
The student use advanced filters and multiple criteria to process a table.

WEEK 18 2 HOURS

Final project

Final exam

ASSIGNMENTS:

Included in content section.

**METHODS OF INSTRUCTION:**

lecture, discussion, demonstration.

**METHODS OF EVALUATION:**

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily:

Is computational

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 0% - 0%

Problem-solving demonstrations: 20% - 70%

Skill demonstrations: 40% - 70%

Objective examinations: 20% - 40%

Other methods of evaluation: 0% - 0%

**REPRESENTATIVE TEXTBOOKS:**

Required:

Rutkosky, Nita; Seguin, Denise; and Rutkosky Roggenkamp, Audrey. Marquee Series: Microsoft Access 2010. St. Paul, Minn.: Paradigm Publishing, revised 2011

Or other appropriate college level text.

Reading level of text, Grade: 11th Verified by: D. Van Tassel

NOTE REGARDING TEXTBOOK DATE: The above textbook matches Gavilan College's current software. When the college converts to Microsoft 2013 then the department will adopt the 2013 textbook.

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200630

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 128

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000347944

Sports/Physical Education Course: N

Taxonomy of Program: 070210