COURSE IDENTIFICATION

Course Code/Number: CSIS 123

Course Title: Principles of Database Applications: Access2007

Division: [x] Applied Science (AS)   [ ] Liberal Arts (LA)   [ ] Workforce Development (WD)

[ ] Health Care (HC)   [ ] Lifetime Learning (LL)   [ ] Nursing   [ ] Developmental

Credit Hour(s):   Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course teaches database management using Microsoft® Access 2007. Topics covered include, but are not limited to, creating databases, database objects (tables, queries, forms, and reports), integrating Access with other Office applications and the Web, and validation, repair and integrity of databases.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Keyboarding Skills.

TEXTS

 The official list of textbooks and materials for this course is found on *my*Neosho.

http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
    - identifying rights and responsibilities of citizenship,
    - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
   - listing factors associated with a healthy lifestyle and lifetime fitness,
   - identifying the importance of lifetime learning,
   - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
   - developing effective written communication skills,
   - developing effective oral communication and listening skills.
4. Think analytically through:
   - utilizing quantitative information in problem solving,
   - utilizing the principles of systematic inquiry,
   - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon successful completion of this course the student should be able to:

1. CREATE A DATABASE
   - Plan and create a database.
   - Create and save a table structure.
   - Define field names, data types, field properties and primary key fields.
   - Change views.
   - Enter and edit data in Datasheet view and Data Entry.
   - Insert a picture.
   - Adjust column widths.
   - Use the Best Fit feature.
   - Delete records.
   - Preview and print a table.
   - Change page orientation.
   - Close and open a table and database.

2. MODIFY A TABLE AND CREATE A FORM
   - Navigate a large table.
   - Change field format properties.
   - Set default field values.
   - Insert a field.
   - Define validation rules.
   - Hide and redisplay fields.
   - Find and replace data.
   - Use Undo.
   - Sort records.
   - Format a Datasheet.
   - Create a form to simplify data entry.
   - Preview, print, close, and save a form.
   - Identify object dependencies.

- Add file and object documentation.

3. ANALYZE DATA AND CREATE REPORTS
  - Filter table records.
  - Create and modify a query.
  - Move columns.
  - Query two tables.
  - Create reports from tables and queries.
  - Modify a report design.
  - Select, move, and size controls.
  - Change page margins.
  - Preview and print a report.
  - Compact and backup a database.

4. WORK WITH MULTIPLE TABLES
  - Create a table using the Table Wizard.
  - Create an input mask.
  - Create a lookup field.
  - Copy data from another table.
  - Import data from another application.
  - Make fields required.
  - Add a calculated field to a query.
  - Create a crosstab query.
  - Define table relationships and enforce referential integrity.
  - Print a database relationship report.
  - Use subdatasheets.
  - Back up and restore your database.

5. CREATE CUSTOM FORMS
  - Create a multiple-table form.
  - Enhance a form's appearance.
  - Change fonts and add colors.
  - Create and use a subform.
  - Create and use calculated controls.
  - Use the Expression Builder
  - Add command buttons to a form.
  - Create page headers and footers.
  - Delete a form

6. CREATE CUSTOM REPORTS, MACROS, AND SWITCHBOARDS
  - Group report records.
  - Calculate group totals.
  - Customize a report's layout.
  - Enhance a report's appearance.
  - Add a calculated control to a report.
  - Create a chart in PivotChart view.

- Create mailing labels using the Label Wizard.
- Create macros to automate database tasks.
- Create a switchboard to navigate a database.
- Secure a database with password protection.
- Use a Database Wizard.

7. INTEGRATE MICROSOFT® OFFICE 2003 WITH OTHER APPLICATIONS
   - Link Access and Word
   - Export Data to Excel
   - Create Data Access Pages

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Introduction to Microsoft® Office 2003.
2. In-depth study of electronic file management using Microsoft® Access 2003.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

<u>INSTRUCTIONAL METHODS</u>

"Hands-On" practice via SimNet and the application software will be utilized during this course.

<u>STUDENT REQUIREMENTS</u>

1. Students will be expected to complete all lessons, exercises, and exams as provided. Students will be awarded 0% for all work that is not submitted to the Instructor.

2. Students will be evaluated by the level of competency attained as measured by participation in the exercises.

3. Participation in online forums and discussions is crucial to the development of a student's knowledge and skills. Student evaluation is therefore based upon active class participation in addition to written assignments, and completed projects; thus, student evaluation will be affected by class participation.

4. Student grades will be calculated as follows:

   Daily Work..40%
     Includes participation in forums, labs, practice exams, etc.
   Tests and Final Project 60%

   Total.. 100%

<u>GRADING SCALE</u>

Letter grades will be assigned based on the following scale:

> 90 - 100% = A
> 80 - 89% = B
> 70 - 79% = C
> 60 - 69% = D
> 0 - 59% = F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Pre-assessment ideally begins at the beginning of the course when the instructor and the student determine through conference and observation the skill level of the student. Post-assessment to determine gain in competency will be measured at the end of each unit of study and at the end of the course.

<u>Attendance Policy</u>

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.

2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.   Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in

advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

http://www.neosho.edu/Departments/NonDiscrimination.aspx

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms.   All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in

one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

http://www.neosho.edu/TitleIX.aspx

COURSE NOTES