

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for CIS 57

ACCESS: INTRO TO DATABASES

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 57 — ACCESS: INTRO TO DATABASES — 4.00 units

Introduction to Database Management Systems, a computer program that is used to organize, store, and retrieve information. Understanding of data, file and database concepts using Microsoft Access with emphasis on business applications. Identify and evaluate client needs/requirements and translate those needs into a working database application model. Integrate Access data with other Microsoft applications, such as Word and Excel.

3.00 Units Lecture 1.00 Units Lab

Strongly Recommended

CIS 50 - Intro to Computing Info Tech
and

CIS 55 - Integrating Office Applications

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	54.00
Lab Hours:	54.00
Total Hours:	108.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

- A. CIS50
- B. CIS55

IV. MEASURABLE OBJECTIVES:

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

- A. Design, create, and manipulate the database objects tables, queries, forms and reports;
- B. Create forms, reports, and queries using multiple tables;
- C. Manipulate database information to provide meaningful business information;
- D. Evaluate client needs and design an appropriate database;
- E. Integrate data with other applications and create web pages;
- F. Use macros and Visual Basic to automate common tasks.

V. CONTENT:

- A. Creating a Database
 - 1. Define database software
 - 2. Learn terminology
 - 3. Start Access and open a database
 - 4. View the database window
 - 5. Navigate records
 - 6. Enter records
 - 7. Edit records
 - 8. Preview and print a datasheet
 - 9. Get Help and exit Access
- B. Building a Database and Defining Table Relationships
 - 1. Plan a database
 - 2. Create a table
 - 3. Modify a table
 - 4. Format a datasheet

- C. Maintaining and Querying a Database
 - 1. Understand sorting, filtering and finding
 - 2. Sort records and find data
 - 3. Filter records
 - 4. Create and modify a query
- D. Creating Forms Using Form Tools and Custom Layouts
 - 1. Plan, create a form
 - 2. Move and resize controls
 - 3. Modify labels, text boxes, tab order
 - 4. Enter and edit records
 - 5. Insert an image
- E. Creating Custom Reports
 - 1. Plan, create a report
 - 2. Group records
 - 3. Change the sort order
 - 4. Add a calculation
 - 5. Align, format controls
 - 6. Create reports with different layouts
- F. Sharing, Integrating, and Analyzing Data
 - 1. Insert an Excel worksheet as a table
 - 2. Export a report to Word
 - 3. Use an Access table as a data source for a mail merge
- G. Using Action Queries and Advanced Table Relationships
 - 1. Create an update, append and delete query to modify data in a table
 - 2. Add referential integrity to table relationships
- H. Automating Tasks with Macros and Writing Visual Basic for Applications Code
- I. Managing and Securing a Database

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Classroom discussion
- C. Lab presentation and classroom demonstration
- D. Discussion boards
- E. Reading assignments and student research on the web
- F. PowerPoint presentations
- G. Chat rooms
- H. Hands-on step-by-step assignment laboratory assignments using the world wide web

VII. TYPICAL ASSIGNMENTS:

- A. Read next tutorial (chapter) in preparation for lecture
- B. Create a database table 1. define fields 2. set a primary key field 3. save the table 4. enter records into the table
- C. Create a form 1. select appropriate fields and design 2. modify form 3. use form to input data

VIII. EVALUATION:

A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Class Participation
- 4. Lab Activities
- 5. Other:
 - a. Methods
 - 1. Quizzes and final examination
 - 2. Graded hands-on lab assignments
 - 3. Attendance and participation

B. **Frequency**

- 1. Frequency
 - a. Three to four quizzes and a final examination
 - b. Weekly lab assignments covering program functions

IX. TYPICAL TEXTS:

- 1. Adamski/Finnegan *New Perspectives on Microsoft Access 2007 Comprehensive*. 1st ed., Course Technology, 2007.
- 2. Toliver *Microsoft Access 2007 Comprehensive*., Labyrinth Learning, 2007.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Storage media, e.g., floppy disks, USB drive
- B. Go Print card