10/24/2022 DATE

□ REQUIRED COURSE
☑ ELECTIVE COURSE

Business DIVISION
□ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-093			TITLE: *(30 Characters Max)*		Access			
SEM CR HRS:	2	Lecture:		2		Lab:	0		ECH:	2

Course Level:	□ Gen Ed / IAI □ Baccalaureate /Non-IAI	☑ Career/Technical □ Dev Ed/ Not in Degree Audit	Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0

COURSE PCS #	12 - 52. 0807	IAI Code					Contact Hours (Minutes Per Week)

Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	100	8 Wks	200

Prerequisites:	CIS-040

Catalog Description: (40 Word Limit)	An introduction to Microsoft Access, a database management application designed to operate in the Windows environment.

	List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
1	Understand Relational Databases	1			
2	Building and Using Queries	3			
3	Using Forms and Reports	4			
4	Modifying the Database Structure	2			
5	Improving Queries	2			
6	Enhancing Forms	2			
7	Analyzing Data with Reports	2			
8	Importing and Exporting Data	3			
9	Creating Advanced Queries	3			
10	Creating Advanced Reports	3			
11	Creating Macros	2			
12	Administering the Database	2			
13	Using Access and Web	1			
	TOTAL	30	0	0	0

EVALUATION

QUIZZES ☑	EXAMS ☑	ORAL PRES □	PAPERS □
LAB WORK □	PROJECTS ☑	COMP FINAL ☑	OTHER □

COURSE MATERIALS

TITLE:	Benchmark Series: Microsoft Access 265, Levels 1-2	
AUTHOR:	Rutkosky, Roggenkamp	
PUBLISHER:	Kendall Hunt Publishing	
VOLUME/EDITION/URL:	1st Edition	
COPYRIGHT DATE:	2023	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Understand Relational Databases	1	1. Create a database, table, and primary key.
Building and Using Queries	3	1. Use the query wizard and query design view. Work with data in a query. Sort, find, and filter data. Apply AND and OR criteria.
Using Forms and Reports	4	1. Use form and report wizard and layout view. Add and modify fields form controls and reports. Create calculations. Add subtotals and counts. Format a report. Create mailing labels.
Modifying the Database Structure	2	1. Design related table. Create one-to-many relationships. Create lookup fields. Modify fields.
Improving Queries	2	1. Create multitable queries. Apply sorts. Develop AND and OR criteria.
Enhancing Forms	2	1. Add subforms. Align control edges. Add a combo box, command buttons, options groups, and tab controls.
Analyzing Data with Reports	2	1. Create parameter reports. Apply conditional formatting. Add subreports. Modify section properties.

Importing and Exporting Data	3	1. Import, link, export, publish, and merge data. Create objects.
Creating Advanced Queries	3	1. Create a parameter, table, and append query. Create a delete and update query.
Creating Advanced Reports	3	1. Apply advanced formatting. Use domain functions. Create and modify charts.
Creating Macros	2	1. Understand and create a macro.
Administering the Database	2	1. Create a navigation form. Compact, repair, backup, and convert a database.
Using Access and Web	1	1. Create a hyperlink field and control. Use HTML tags to format text.
Insert New Line Above this Line		
	30	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:

• Understand how to create and edit new database tables, forms, and reports.

• Apply skills required to create effective queries and filters.

• Understand how to create and understand database relationships.

Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.