COURSE SYLLABUS

Tunxis Community College

Education That Works For a Lifetime

Course Title:	Database Applications	**Date submitted:**	May 2019 (AAC: 19-25)
Department:	Business and Technology		
Curriculum:	Computer Information Systems		

Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.

Course Code: (eg. ACC 101)	CSA*140
Course Type:	X

A: Clinical B: Lab D: Distance Learning
I: Individual/Independent L: Lecture N: Internship
M: Seminar P: Practicum U: Studio
X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio

Elective Type:	G

AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science

Credit Hours:	3
Developmental: (yes/no)	No
Contact Hours: Lecture:	1.5
Clinical:	0
Lab:	1.5
Studio	0
Other:	0
TOTAL:	3
Class Maximum:	22
Semesters Offered:	F/Sp

Prerequisites:

None

Corequisites:

None

Other Requirements:

None

Catalog Course Description:

Covers the basic functions and features of Access and takes users to an advanced level of proficiency. Initially students will learn how to design and create databases; work with tables, understand data structure, create basic queries, reports and forms. Students build on the skills to develop advanced complex queries, reporting and creating subforms. Students will create charts, use pivot tables and pivot charts.

Topical Outline: List course content in outline format.

1. Introduction to Access
2. Create a Database
3. Create and Modify Tables
4. Create Relationship
5. Sort, Filter, and Print Records
6. Extract Data with Queries
7. Create Advance Queries
8. Understand Form and Report Design Basics
9. Create Custom Forms and Subforms
10. Create and Customize Reports and Subreports
11. Create Charts and Graphs
12. Speed Up Database

13. Automating task with Macros
14. Customize the Navigation Pane
15. Create Custom Switchboards and Dialog
16. Create Pivot Table and Pivot Chart
17. Exchange Data with Others
18. Exchange Data with Outside Sources
19. Using SharePoint
20. Secure a Database

Outcomes:
Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

Upon successful completion of this course, the student will be able to do the following:

COURSE:

1. navigate the new user interface with ease
2. design a well-organized database using pre-designed templates
3. understand Relational Database and Normalization process
4. enter and edit data and ensure data validity
5. sort, filter, and print records
6. extract specific information using queries
7. master form and report design basics
8. add charts and graphs to forms and reports easily
9. optimize database performance and speed
10. create well defined Pivot tables and charts
11. exchange database objects and text files between Access databases

PROGRAM: *(Numbering reflects Program Outcomes as they appear in the college catalog)*

None

GENERAL EDUCATION: *(Numbering reflects General Education Outcomes as they appear in the college catalog)*

5. **Information Literacy/Continuing Learning -** Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.

Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.

Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.

Evaluation:
List how the above outcomes will be assessed.

Assessment will be based on the following criteria:

1. creation of multiuser database, queries, forms, and reports
2. written examinations

Instructional Resources:
List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.

Required: Computer Lab

Desired: None

Recommended Textbook(s)

Refer to current academic year printout.