



CREDIT COURSE OUTLINE

I. COVER PAGE

(1) IS 13	(2) Database Essentials	(3) 1.5
Number	Title	Units

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">(4) Lecture / Lab Hours:</td> </tr> <tr> <td colspan="3">Course Hours</td> </tr> <tr> <td style="width:15%;"></td> <td style="width:15%;">Weekly Lec hours:</td> <td style="width:15%; text-align: center;">1.00</td> </tr> <tr> <td></td> <td>Weekly Lab hours:</td> <td style="text-align: center;">1.00</td> </tr> <tr> <td></td> <td>Total Contact hours:</td> <td style="text-align: center;">36.00</td> </tr> <tr> <td colspan="3">Lec will generate __ hour(s) outside work.</td> </tr> <tr> <td colspan="3">Lab will generate __ hour(s) outside work.</td> </tr> <tr> <td>(5) Grading Basis:</td> <td>Grading Scale Only</td> <td style="text-align: center;">X</td> </tr> <tr> <td></td> <td>Pass/No Pass option</td> <td></td> </tr> <tr> <td></td> <td>Pass/No Pass only</td> <td></td> </tr> <tr> <td colspan="3">(6) Advisories:</td> </tr> <tr> <td colspan="3">(7) Pre-requisites (requires C grade or better):</td> </tr> <tr> <td colspan="3">Corequisites:</td> </tr> </table>	(4) Lecture / Lab Hours:			Course Hours				Weekly Lec hours:	1.00		Weekly Lab hours:	1.00		Total Contact hours:	36.00	Lec will generate __ hour(s) outside work.			Lab will generate __ hour(s) outside work.			(5) Grading Basis:	Grading Scale Only	X		Pass/No Pass option			Pass/No Pass only		(6) Advisories:			(7) Pre-requisites (requires C grade or better):			Corequisites:			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">(8) Classification:</td> </tr> <tr> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td>Degree applicable:</td> <td style="text-align: center;">X</td> </tr> <tr> <td></td> <td>Non-degree applicable:</td> <td></td> </tr> <tr> <td></td> <td>Basic skills:</td> <td></td> </tr> <tr> <td>(9)RC</td> <td>Fulfills AS/AA degree requirement: (area)</td> <td></td> </tr> <tr> <td></td> <td>Computer Familiarity</td> <td></td> </tr> <tr> <td></td> <td>General education category:</td> <td></td> </tr> <tr> <td></td> <td>Major:</td> <td></td> </tr> <tr> <td></td> <td>Certificate of:</td> <td></td> </tr> <tr> <td></td> <td>Certificate in:</td> <td></td> </tr> <tr> <td>(10)CSU</td> <td>Baccalaureate:</td> <td style="text-align: center;">X</td> </tr> <tr> <td>(11)Repeatable: (A course may be repeated three times)</td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>(12)C-ID:</td> <td></td> <td></td> </tr> <tr> <td>Proposed Start Date:</td> <td></td> <td style="text-align: center;">Fall 2012</td> </tr> </table>	(8) Classification:							Degree applicable:	X		Non-degree applicable:			Basic skills:		(9)RC	Fulfills AS/AA degree requirement: (area)			Computer Familiarity			General education category:			Major:			Certificate of:			Certificate in:		(10)CSU	Baccalaureate:	X	(11)Repeatable: (A course may be repeated three times)		0	(12)C-ID:			Proposed Start Date:		Fall 2012
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(12) Catalog Description:
 This course is designed for students who inspire to attain a basic understanding of databases. Topics will include creating and editing tables, creating and using forms, creating and running queries, creating and printing reports, and sorting and indexing data fields using current database software. Students are expected to complete computer assignments outside of class

II. COURSE OUTCOMES:

(Specify the learning skills the student demonstrates through completing the course and link critical thinking skills to specific course content and objectives.)

Upon completion of this course, students will be able to:

- I. develop simple databases
- II. build and modify tables, forms, queries, and reports based on user requirement

III. COURSE OBJECTIVES:

(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)

In the process of completing this course, students will:

- I. describe the functions of a database software
- II. create and modify tables
- III. establish primary and foreign keys
- IV. describe the characteristics of one-to-one, one-to-many, and many-to-many relationships
- V. implement referential integrity among tables
- VI. create and modify forms for data entry
- VII. perform data entry procedures
- VIII. create, modify and execute queries
- IX. apply sorting and filtering records
- X. create, modify, and produce reports
- XI. practice using the expression builder

IV. COURSE OUTLINE:

Lecture Content:

- A. Creating and Using Databases
 - 1. Create databases
 - 2. Open database objects in multiple views
 - 3. Navigate among records
 - 4. Format datasheets

- B. Creating and Modifying Tables
 - 1. Create and modify tables
 - 2. Add a predefined input mask to a field
 - 3. Create Lookup fields
 - 4. Modify field properties

- C. Creating and Modifying Queries
 - 1. Create and modify Select queries
 - 2. Add calculated fields to Select queries

- D. Creating and Modifying Forms
 - 1. Create and display forms
 - 2. Modify form design and properties

- E. Viewing and Organizing Information
 - 1. Enter, edit, and delete records
 - 2. Create queries
 - 3. Sort records
 - 4. Filter records

- F. Defining Relationships
 - 1. Create one-to-many relationships
 - 2. Enforce referential integrity

- G. Producing Reports
 - 1. Create and format reports
 - 2. Add calculated controls to reports
 - 3. Preview and print reports

- H. Integrating with Other Applications
 - 1. Import data to database tables
 - 2. Export data from database tables

Lab Content:

- A. Creating and Using Databases
 - 1. Create databases
 - 2. Open database objects in multiple views
 - 3. Navigate among records
 - 4. Format datasheets

- B. Creating and Modifying Tables
 - 1. Create and modify tables
 - 2. Add a predefined input mask to a field
 - 3. Create Lookup fields
 - 4. Modify field properties

- C. Creating and Modifying Queries
 - 1. Create and modify Select queries
 - 2. Add calculated fields to Select queries

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 1. Create and display forms
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 1. Create and format reports
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- H. Integrating with Other Applications
 1. Import data to database tables
 2. Export data from database tables

V. APPROPRIATE READINGS

Reading assignments may include but are not limited to the following:

I. Sample Text Title:

1. Recommended - Shelly & Pratt *Microsoft Office Access 2010: Complete*, ed. First Course Technology, Boston, 2012,

II. Other Readings

- Global or international materials or concepts are appropriately included in this course
- Multicultural materials and concepts are appropriately included in this course

If either line is checked, write a paragraph indicating specifically how global/international and/or multicultural materials and concepts relate to content outline and/or readings.

VI. METHODS TO MEASURE STUDENT ACHIEVEMENT AND DETERMINE GRADES:

Students in this course will be graded in at least one of the following four categories. Please check those appropriate. A degree applicable course must have a minimum of one response in category A, B, or C.

A. Writing			
Check either 1 or 2 below			
	1. Substantial writing assignments are required. Check the appropriate boxes below and provide a written description in the space provided.		
X	2. Substantial writing assignments are NOT required. If this box is checked leave this section blank. For degree applicable courses you must complete category B and/or C.		
	a) essay exam(s)		d) written homework
	b) term or other paper(s)		e) reading reports
	c) laboratory report(s)		f) other (specify)

Required assignments may include but are not limited to the following:

B. Problem Solving			
Computational or non-computational problem-solving demonstrations, including:			
X	a) exam(s)		d) laboratory reports
	b) quizzes		e) field work
X	c) homework problems	X	f) other (specify): Class Project

Required assignments may include but are not limited to the following:

Sample question:

1. Which of the following items is used for implementing a database application based on a given set of user requirement
 - a. Tables and fields
 - b. Data validations
 - c. Table relationships
 - d. Queries
 - e. Forms
 - f. Swithboard
 - g. All of the above

C. Skill demonstrations, including:			
<input type="checkbox"/>	a) class performance(s)	<input checked="" type="checkbox"/>	c) performance exams(s)
<input type="checkbox"/>	b) field work	<input type="checkbox"/>	d) other (specify)

Required assignments may include but are not limited to the following:

Sample questions

1. Create a table for personal demographic information.

D. Objective examinations including:			
<input checked="" type="checkbox"/>	a) multiple choice	<input checked="" type="checkbox"/>	d) completion
<input checked="" type="checkbox"/>	b) true/false	<input type="checkbox"/>	e) other (specify):
<input type="checkbox"/>	c) matching items	<input type="checkbox"/>	

COURSE GRADE DETERMINATION:

Description/explanation: Based on the categories checked in A-D, it is the recommendation of the department that the instructor's grading methods fall within the following departmental guidelines; however, the final method of grading is still at the discretion of the individual instructor. The instructor's syllabus must reflect the criteria by which the student's grade has been determined. (A minimum of five (5) grades must be recorded on the final roster.)

If several methods to measure student achievement are used, indicate here the approximate weight or percentage each has in determining student final grades.

Objective Examinations: 20 percent Performance Exams: 30 percent Tutorial and Lab assignments: 20 percent Class Project: 30 percent

VII. EDUCATIONAL MATERIALS

For degree applicable courses, the adopted texts, as listed in the college bookstore, or instructor-prepared materials have been certified to contain college-level materials.

Validation Language Level (check where applicable):

College-Level Criteria Met

YES NO

Textbook

_____ X

Reference materials

_____ X

Instructor-prepared materials

_____ X

Audio-visual materials

_____ X

Indicate Method of evaluation:

Used readability formulae (grade level 10 or higher)

Text is used in a college-level course

X

Used grading provided by publisher

Other: (please explain; relate to Skills Levels)

Computation Level (Eligible for MATH 101 level or higher where applicable)

X _____

Content

Breadth of ideas covered clearly meets college-level learning objectives of this course

X _____

Presentation of content and/or exercises/projects:

Requires a variety of problem-solving strategies including inductive and deductive reasoning.

X _____

Requires independent thought and study

X _____

Applies transferring knowledge and skills appropriately and efficiently to new situations or problems.

X _____

List of Reading/Educational Materials

Recommended - Shelly & Pratt *Microsoft Office Access 2010: Complete*, ed. First Course Technology, Boston, 2012,

Comments:

- This course requires special or additional library materials (list attached).
- This course requires special facilities:
- This course requires a computer lab equipped with MS Windows and Office 2010

Attached Files:

<p><u>BASIC SKILLS ADVISORIES PAGE</u> The skills listed are those needed for eligibility for English 125, 126, and Math 201. These skills are listed as the outcomes from English 252, 262, and Math 250. In the right hand column, list at least <u>three</u> major basic skills needed at the beginning of the target course and check off the corresponding basic skills listed at the left.</p>
<p><u>Check the appropriate spaces.</u></p> <p><input type="checkbox"/> Eligibility for Math 201 is advisory for the target course.</p> <p><input type="checkbox"/> Eligibility for English 126 is advisory for the target course.</p> <p><input type="checkbox"/> Eligibility for English 125 is advisory for the target course.</p> <p><i><u>If the reviewers determine that an advisory or advisories in Basic Skills are all that are necessary for success in the target course, stop here, provide the required signatures, and forward this form to the department chair, the appropriate associate dean, and the curriculum committee.</u></i></p>

REQUISITES
No requisites

JUSTIFICATION OF LIMITATION ON ENROLLMENT

Enrollment in courses or blocks of courses may be limited based on performance, honors, or other performance based criteria. Be mindful of the disproportionate impact the limitation will have on specific groups of students. It is important to determine if the limitation will disproportionately keep under-represented students from enrolling in the course or block of courses.

Describe the reasons for limiting the enrollment.

Course Designator: IS 13
Course Title(s): Database Essentials
Rationale for Limiting Enrollment: 0