**ESSEX COUNTY COLLEGE**

**Business Division**

**CIS 137 *–* Exploring Microsoft Office Access**

**Course Outline**

**Course Number & Name:**  CIS 137 Exploring Microsoft Office Access

**Credit Hours:**  3 .0 **Contact Hours:** 3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C” or better in CIS 107

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course introduces students to the windows concepts, entering and updating records in a database, performing reporting and query functions with multiple databases, and the differences between Excel and Access. Students will be exposed to step-by- step instruction using MS Access to create and maintain databases. Students will be able to plan, create and manipulate databases for typical business needs.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. explain and demonstrate common database skills;
2. create and design Access databases using related data;
3. create and use queries; and
4. create and interpret useful and professional reports.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Explain and demonstrate common database skills:
	1. *discuss features of an Access database;*
	2. *explain and demonstrate skills related to storage and memory, file management, and soft table data;* and
	3. *use Access Excel to manage data and describe relationship windows*
2. Create and design Access databases using related data**:**
	1. *design data and create tables with the data;*
	2. *share data with Excel, create and run a query, and use the query wizard;* and
	3. *discuss large databases*

**Measurable Course Performance Objectives (MPOs)** (continued):

1. Create and use queries:

* 1. *create a calculated field in a query;*
	2. *create and edit Access functions;*
	3. *perform data arithmetic;* and
	4. *create and work with data aggregates*
1. Create and interpret useful and professional reports:
	1. *plan a report and use report views;*
	2. *create and edit reports;*
	3. *identify report elements, sections, and controls;* and
	4. *add fields to a report and use the report wizard*

**Methods of Instruction**: Instruction will consist of lectures, web/computer assignments, and class discussions.

**Outcomes Assessment:** Connect assignment,quiz, test and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this data analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned work on time.

3. Take part in class discussions.

4. Take all quizzes, tests and exams as scheduled.

**Methods of Evaluation:** Final course grades will be computed as follows:

 **% of**

**Grading Components final course grade**

* **Attendance/Participation 0 – 10%**

Attendance and class participation shows commitment to learning and interest in microcomputer applicationsin business.

* Connect Assignments (dates specified by the instructor)**10 – 30%**

Connect is a web-based assignment and assessment solution software package required to be used in this course. Connect ‘MY IT LAB’ is designed to assist students with their coursework based on their individual needs.

**Methods of Evaluation** (continued)**:**

 **% of**

**Grading Components final course grade**

* **Quizzes, 2 or more Tests, and a Midterm Exam**  **25 – 50%**

(dates specified by the instructor)

Quizzes, Tests, and the Midterm Exam will show evidence of the extent to which students meet course objectives including, but not limited to, identifying and applying concepts, understanding terms and demonstrating evidence of a basic foundation of microcomputer applications in business organization. The midterm exam should indicate synthesis of course material learned in the first half of the course.

* **Final Exam**   **30 – 35%**

The comprehensive Final Exam will examine the extent to which students have understood and synthesized all course content and achieved all course objectives.

Note: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester. Also, students may use laptop computers in class.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College.  Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions.  Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **The Pearson Custom Program for CIS Exploring Microsoft Office Access** custom Essex County College edition with ‘MY IT LAB’ Access Code, by Robert T Grauer; published by Pearson; ISBN #: 978-0-536-11030-5

**Class Meeting**

**(80 minutes) Chapter/Topics**

1 Introduction to the online software and creation of student accounts

**Chapter** **1**

2 Explore Access databases

3 – 4 Storage and memory, file management, soft table data

5 – 6 Access or Excel to manage data, relationship windows

7 **Test 1** on Chapter 1

**Chapter** **2**

8 – 9 Design data, create table, share data

10 – 11 Share data with Excel, create and run a query, the query wizard

12 – 14 Large databases, review for the Midterm Exam

15 **Midterm Exam** on Chapters 1 & 2

 **Chapter 3**

16 – 17 Create a calculated field in a query

18 – 20 Create and edit Access functions, perform data arithmetic

21 Create and work with data aggregates

22 **Test 2** on Chapter 3

**Chapter 4**

23 – 24   Plan a report, use report views

25 Create and edit reports

26 – 27 Identify report elements, sections, and controls

28 Add fields to a report, use the report wizard

29 Review for the Final Exam

30   Comprehensive **Final Exam** on all course material covered