Course Syllabus

Department: Computing Sciences

Date: 4/24/2012

I. **Course Prefix and Number:** CSC 139
   **Course Name:** MS Access
   **Credit Hours and Contact Hours:** 1 credit hour - 1 contact hour

**Catalog Description Including Pre- and Co-Requisites:** This course provides an overview of the fundamentals of the Microsoft Office application Access. A database management system (DBMS) such as Access provides the user with the software tools he/she needs to organize that data in a flexible manner. Access includes facilities to add, modify or delete data from the database, ask questions (or queries) about the data stored in the database and produce forms and reports summarizing selected contents. Microsoft Access provides users with one of the simplest and most flexible desktop DBMS solutions on the market today.

II. **Course Outcomes and Objectives**
**Learning Outcomes:** Upon completion of this course the student will be able to:
   - Structure a Database
   - Create and Format Database Elements
   - Enter and Modify Data
   - Create and modify queries
   - Present and Share Data
   - Sort and filter data
   - Create and modify charts
   - Export data to other MS applications
   - Print database objects
   These outcomes will be accomplished by using a desktop database management system (ie., MS Access).

**Relationship to Academic Programs and Curriculum**
This course can be used to complete the computer literacy requirement in many majors at FLCC. It is not recommended for any of the computing sciences majors.

**Competencies Addressed in this Course:**
- [ ] writing
- [ ] ethics/values
- [ ] oral communications
- [ ] citizenship
- [ ] reading
- [ ] global concerns
- [ ] mathematics
- [ ] information resources
- [x] critical thinking
- [x] computer literacy
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed):

Student learning outcomes will be assessed through a variety of activities that emphasize problem solving using the computer including the following:

1. On-line administered examinations after every significant part of the course will assess all learning outcomes checked above. Exams will be made up of a variety of question in a variety of formats.

2. Hands-on projects that assess the learning outcomes listed above. Students will develop skills in gathering and evaluating information resources both from the textbook and the web. Practice critical thinking exercises (problem solving) will also assess student learning, as they relate to the use of technology. Students will learn to use the appropriate application for each task, in a professional manner.

3. A cumulative final exam (multiple choice questions and hands-on activities) that assess all topics covered, will be given to all students in all sections for computer literacy FLCC assessment.

IV. Instructional Materials and Methods:

Types of Course Materials
- Textbooks: appropriate text on a state-of-the-art office suite
- Online testing environment access

Methods of Instruction
1. Lecture
2. Discussions
3. Demonstrations
4. Guided student laboratory exercises on computers
5. Integrated projects

V. General Outline of Topics covered
1. Structuring a Database
2. Creating and Formatting Database Elements
3. Entering and Modifying Data
4. Creating and modifying queries
5. Presenting and Sharing Data
6. Managing and Maintaining Databases