Outline of Instruction

Division: Business  Area: Computer Information Systems
Course Number: CIS 112  Course Name: Database Software
Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests
Co-requisite: None
Hours Required: Class: 45  Lab:  Credits: 3

Course Description/Purpose

This course familiarizes students with the basic models and capabilities of standard database management systems. Students will have hands-on experience in creating and using databases on a microcomputer. Skills will be obtained primarily through the use of a common database software package.

Major Units

• Creating a Database
• Entering and Editing Data
• Querying a Database
• Creating Forms and Reports
• Integrating a Database with the Web
• Using and Writing Macros
• Table Relationships
• Creating a Switchboard

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  Each student will be expected to Identify/Recognize...

- relational database elements
- fields, records and tables
- table design concepts
- guidelines for entering data into a table
- types of queries
- components of a form
- components of a report
- uses of macros
- types of table relationships
- switchboard designs
- definitions from a list of glossary terms relating to DBMS

Performance  Each student will be expected to Demonstrate/Practice...

- creating a new table
- changing the structure of an existing table
- printing the table structure
- adding and deleting records
- changing data in records
- querying a database
- using filters
- designing and creating forms
- designing and creating reports
- using the expression builder
- printing queries, forms and reports
- creating web documents
- defining table relationships
- creating macros
- creating and using a switchboard