COURSE DESCRIPTION:

Prerequisites: Keyboarding Skills recommended.

This course is designed to prepare you to take the certification test for Microsoft Office Access 2013 Office Specialist. Introduction to database theory and practical applications of a database is provided. Topics include terminology, database design, table structures, report forms, queries and macros. This course may be repeated if topics and learning outcomes vary.

This is a 4 credit hour course. (3 Lec., 4 Lab.)

WECM END-OF-COURSE OUTCOMES: Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSW 1407 Introduction to Database, students will be able to:

- Write a one page research paper comparing contrasting Microsoft Office Access 2010 and Microsoft Office Access 2013
- Work in teams to use Microsoft Office Access 2010 Help System
- Design a database
- Design and generate objects including tables, forms, reports and queries
- Prepare for certification

COURSE MATERIALS:


GMETRIX: GMetrix.com

Other: USB Flash Drive
       Pen, Pencil, Paper

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Major Course Requirements
Student will complete START HERE Assignments.
Students will complete Discussion Board items on a weekly basis.
Students will complete a Learning Style Inventory.
Students will complete a one-page research paper comparing and contrasting Office 2010, and 2013.
Students will complete exams questions on each chapter.
Students will complete Certiprep questions to prepare for certification
Students will complete a Microsoft Office Specialist certification exam.
Students will complete Chapter, Apply Your Knowledge, Extend Your Knowledge, Analyze, Correct, Improve. In the Labs, and Consider This: Your Turn database assignments which will evaluate the student’s skills performance of each chapter on the following topics:

Office 2013 and Windows 8: Essentials Concepts and Skills
Use a touch screen, Perform basic mouse operations, Start Windows and sign in to an account
Identify the objects on the Windows 8 desktop, Identify the apps in and versions of Microsoft Office 2013, Run an app, Identify the components of the Microsoft Office ribbon, Create folders, Save files Change screen resolution, Perform basic tasks in Microsoft Office apps, Manage files, Use Microsoft Office Help and Windows Help

Office 365
Describe the components of Office 365, Compare Office 2013 to Office 365 subscription plans
Understand the productivity tools of Office 365, Sync multiple devices using Office 365, Describe how business teams collaborate using SharePoint, Describe how to use a SharePoint template to design a public website, Describe how to conduct an online meeting with Lync

Databases and Database Objects: An Introduction
Describe the features of the Access window, Create a database, Create tables in Datasheet and Design views, Add records to a table, Close a database, Open a database, Print the contents of a table, Create and use a query, Create and use a form, Create and print custom reports, Modify a report in Layout view, Perform special database operations, Design a database to satisfy a collection of requirements

Querying a Database
Create queries using Design View, Include fields in the design grid, Use text and numeric data in criteria, Save a query and use the saved query, Create and use parameter queries, Use compound criteria in queries, Sort data in queries, Join tables in queries, Create a report and a form from a query Export data from a query to another application, Perform calculations and calculate statistics in queries, Create crosstab queries, Customize the Navigation Pane

Maintaining a Database
Add, change, and delete records, Search for records, Filter records, Update a table design, Use action queries to update records, Use delete queries to delete records, Specify validation rules, default values, and formats, Create and use single-valued lookup fields, Create and use multivalued lookup fields Add new fields to an existing report, Format a datasheet, Specify referential integrity, Use a Subdatasheet, Sort records
Creating Reports and Forms
Create reports and forms using wizards, Modify reports and forms in Layout view, Group and sort in a report, Add totals and subtotals to a report, Conditionally format controls, Resize columns, Filter records in reports and forms, Print reports and forms, Apply themes, Add a field to a report or form Add a date, Change the format of a control, Move controls, Create and print mailing labels

Multiple-Table Forms
Add Yes/No, Long Text, OLE Object, and Attachment fields. Use the Input Mask Wizard, Update fields and enter data, Change row and column size, create a form with a subform in Design view Modify a subform and form design, Enhance the form title, Change tab stops and tab order, Use the form to view data and attachments, View object dependencies, Use Date/Time, Long Text, and Yes/No fields in a query, Create a form with a datasheet

Database Design
Understand the terms entity, attribute, and relationship, Understand the terms relation and relational database, Understand functional dependence and identify when one column is functionally dependent on another, Understand the term primary key and identify primary keys in tables, Design a database to satisfy a set of requirements, Convert an unnormalized relation to first normal form Convert tables from first normal form to second normal form, Convert tables from second normal form to third normal form, Understand how to represent the design of a database using diagrams

Subject Matter
Topics covered in the lecture portion of the course include:

- Office 2013 and Windows 8: Essential Concepts and Skills
- Office 365
- Databases and Database Objects: An Introduction
- Querying a Database
- Maintaining a Database
- Creating Reports and Forms
- Multiple-Table Forms
- Database Design

Disclaimer
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instruction. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Policies
Students should click on the links below and read all of these policies.

- General institutional policies
- Course-related institutional policies