

COMPUTER INFORMATION SYSTEMS 1230

Micro Database Applications

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Relational database management course using a Windows platform including database design, database creation, database maintenance, form creation, report creation, query creation, and macros creation. Instruction in application development and programming using a representative microcomputer database management package. Prerequisite: Computer Information Systems 1110 or 1130, or 1150. (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **[Click here for prices of required textbook\(s\) and supplies](#)** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE OUTLINE/EVALUATION

Topics
Prepare to download course materials
Ch 1: Office fundamentals & file management
Ch 1: Introduction to Access
Ch 2: Relational Database & Queries. Ch-1 & 2 Ingredients for Database Recipes (CD)
Ch 3: Customize, Analyze & Summarize Query Data
Ch 4: Creating & Using Professional Forms & Reports
Ch 5: PivotTables & PivotCharts
Ch 6: Data Validation Techniques
Ch 7: Advanced Queries
Ch 8: Get Connected
Ch 9: Fine-Tuning the Database. Ch-4, 5 Ingredients for Database Recipes (CD)
Ch 10: Using Macros & SQL in Access
Ch 6 Ingredients for Database Recipes (watch video clip on BlackBoard)
Ch 6 Ingredients for Database Recipes (cont.)
Term Project Due

GRADING

A	90% or above
B	80%-89%
C	70%-79%
D	60%-69%
F	<59%

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.