Course Outcome Guide (COG)

Approved 13 September 2012

Course:	CIS 104 – Microcomputer Database	**Credits:**	3	**Instructor:**	TBD
Course Description:					

Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	General Education or Program	Institutional
Help features Relationships between two tables Printing Mailing labels Documenting and compacting databases Using functions such as combo boxes	Students will develop proficiency through reinforcement and assessment on the following skills: Creating tables by defining fields composed of various data types and entering text and numeric records. Creating and modifying forms including sub-forms. Creating, modifying and customizing basic, grouped and summary reports. Use queries to update and delete records, sort information and create reports. Designing and creating queries using wildcard characters, multiple criteria, joined tables, and calculated fields. Create and modify basic switchboard interfaces	*Participate in class discussions and activities demonstrating knowledge of subject matter. *Complete examinations demonstrating acceptable skill level of concept and process. *Complete textbook readings, questions and problems (both individually and collaboratively) demonstrating acceptable skill levels of concept and process. * Design, construct and test your final project.	Use Microsoft Access to create personal and/or business databases following current professional and/or industry standards. Use critical thinking skills to design and create database objects. Communicate in a business setting using database management vocabulary.	1.Mathematics-including numeration literacy and the knowledge and use of statistical and logical processes. 2.Analytical-gathering, organizing, and evaluating information 3.Analogical-using former knowledge to help comprehend and explain new situations 4.Critical Thinking-the ability to identify ad define criteria, understand biases, and construct objective judgments. 5.Problem solving-the ability to analyze situations and synthesize solutions.	1. Students will demonstrate effective communication skills. 2. Students will use reasoning skills to analyze and solve problems.

	using simple macros Establish relationships between two tables to ensure integrity and accuracy Design and create a database management system from scratch using original information.				