

## **COURSE SYLLABUS**

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Database Management
<b>COURSE NUMBER</b>	CIST-0236
<b>DIVISION</b>	Career and Technical Education
<b>DEPARTMENT</b>	CIST
<b>CIP CODE</b>	15.1204
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3      Lab: 0
<b>PREREQUISITES</b>	CIST-0101 Computer Concepts and Applications or CIST-0111 Microcomputer Business Software
<b>COREQUISITES</b>	None

### **COURSE DESCRIPTION**

This course explores a “user” directed computer language. The software is used to perform tasks that once required hours of coding and logic development. Topics and projects include planning, building, modifying, maintaining, and using a database, sorting and indexing a file. Keyboarding skills are beneficial.

### **PROGRAM ALIGNMENT**

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

### **PROGRAM LEARNING OUTCOMES**

1. Database Management System: Administrate a MySQL Database Management System.

### **INSTITUTIONAL LEARNING OUTCOMES**

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

### **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHOD OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Creating a Database File
- II. Creating a Table
- III. Updating a database
- IV. Creating a Query
- V. Creating a Form
- VI. Creating a Report
- VII. Integrating a spreadsheet into a database
- VIII. Publishing a report to the Web
- IX. Event-driven Programs
- X. Using OLE fields, Hyperlinks and Sub forms
- XI. Macros, menus, toolbars

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon completion of the course, the student will:

- A. Set up a database.
  1. Design a database.
  2. Add data to a database table.
  3. Change row and column size of a table.
  4. Create a switchboard and switchboard pages.
- B. Manage data in a database table.
  5. Make changes to a database table.
  6. Set up a primary key.
  7. Join tables.
- C. Combine databases.
  8. Import a file from another software package.
  9. Export and import xml data
  10. Convert a database to and from earlier versions of access.
- D. Set up a form.
  11. Create a simple form.
  12. Create a split form.

13. Create a form in design view.
  14. Create a form with a sub form in design view.
  15. Modify buttons and combo boxes.
- E. Set up a query.
16. Create a query.
  17. Create a delete query.
  18. Create an add query.
  19. Join tables in SQL queries.
  20. Change the font or font size for SQL queries.
- F. Create a report.
21. Construct a report.
  22. Sort data in a report.
- G. Manipulate data in a report.
23. Create reports and forms using wizards.
- H. Add calculations to reports.
24. Calculate totals, averages and counts.
- I. Import a file from another software package.
25. Publish a report to the web.
- J. Add advanced objects to a table.
26. Use yes/no, date, memo, ole object, attachment fields.
  27. Create and modify macros and macro groups.
  28. Create and use smart tags.
- K. Use employability skills.
29. Meet deadlines.

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.