



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Business, Industry, and Technology
- B. Discipline: Computer Information Systems
- C. Course Number and Title: CISS 1230 Microsoft Access
- D. Course Coordinator: Carmen Morrison
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
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- E. Credit Hours: 2
Lecture: 1 hour
Laboratory: 2 hours
- F. Prerequisites: Pass Computer Literacy Assessment and Keyboarding Assessment
- G. Syllabus Effective Date: Fall 2019
- H. Textbook(s) Title:

GO! With Microsoft Access 2016 Comprehensive, Packaged with MyITLab & eText

- Author Gaskin, Graviett
- Year 2016
- Edition: 1st
- ISBN: 9780134572079

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is an introductory course in databases using Microsoft Access for Windows. Through a series of hands-on exercises, the student will create and manage databases. Topics include: creating, saving, formatting, and editing tables; designing reports; creating formulas; working with records; creating forms; writing queries; and establishing table relations.
- K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Create and edit a database, query, form and report	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 1-4
2. Sort and query databases	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 5-7
3. Create forms, filters, and reports	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 7-9
4. Manage tables and validate data	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 9-11
5. Apply aggregate functions, calculated fields, and parameters to queries	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 12-13
6. Customize forms and reports	Skill exam – hands-on practice to master skills Problem-based project – appropriate application of skills to solve a problem Weeks 14-15

M. Topical Timeline (Subject to Change):

1. Create a Table and Define Fields	Weeks 1-4
2. Add and Change the Structure of Tables	Weeks 1-4
3. Create and Use Queries, Forms, and Reports	Weeks 1-4
4. Save, Close, and Change the Properties of a Database	Weeks 1-4
5. Create a Database Using a Template	Weeks 1-4
6. Organize Database Objects in the Navigation Pane	Weeks 1-4
7. Print a Report and Table	Weeks 1-4
8. Create Table Relationships	Weeks 5-7
9. Sort Records in a Table	Weeks 5-7
10. Create a Query in Design View and from an Existing Query	Weeks 5-7
11. Sort Query Results	Weeks 5-7
12. Specify Criteria in a Query	Weeks 5-7
13. Create a Query Based on More Than One Table	Weeks 5-7
14. Use Wildcards and Calculated Fields in a Query	Weeks 5-7
15. Calculate Statistics and Group Data in a Query	Weeks 5-7
16. Create Crosstab and Parameter Queries	Weeks 5-7
17. Create and Use a Form to Add and Delete Records	Weeks 7-9
18. Create a Form by Using the Form Wizard	Weeks 7-9
19. Modify a Form in Design View and in Layout View	Weeks 7-9
20. Filter Records	Weeks 7-9
21. Create Reports by Using the Report Tool and Report Wizard	Weeks 7-9
22. Modify the Design of a Report	Weeks 7-9

23. Keep Grouped Data Together in a Printed Report	Weeks 7-9
24. Manage and Modify Existing Tables	Weeks 9-11
25. Change Data types	Weeks 9-11
26. Attach Files to Records	Weeks 9-11
27. Create a Lookup Field	Weeks 9-11
28. Set Field Properties	Weeks 9-11
29. Create Data Validation Rules and Validation Text	Weeks 9-11
30. Create Calculated Fields in a Query	Weeks 12-13
31. Use Aggregate Functions in a Query	Weeks 12-13
32. Create a Crosstab Query	Weeks 12-13
33. Find Duplicate and Unmatched Records	Weeks 12-13
34. Create a Parameter Query	Weeks 12-13
35. Create a Make Table Query	Weeks 12-13
36. Create an Append Query	Weeks 12-13
37. Create a Delete Query	Weeks 12-13
38. Create an Update Query	Weeks 12-13
39. Modify the Join Type	Weeks 12-13
40. Create a Form in Design View	Weeks 14-15
41. Change and Add Controls	Weeks 14-15
42. Format a Form	Weeks 14-15
43. Make a Form User Friendly	Weeks 14-15
44. Create a Report Based on a Query Using a Wizard	Weeks 14-15
45. Create a Report in Design View	Weeks 14-15
46. Add Controls to a Report	Weeks 14-15
47. Group, Sort, and Total Records in Design View	Weeks 14-15

N. Course Assignments:

1. Practice labs to develop mastery of skills
2. Problem-based Projects to apply skills to solve problems

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.