

Clackamas Community College
Online Course/Outline Submission System

Show changes since last approval in red

Section #1 General Course Information**Department:** Business & Computer Science: Computer Science**Submitter**First Name: **Debra**Last Name: **Carino**Phone: **3170**Email: **dcarino**

Course Prefix and Number: CS - 135DB

Credits: 3**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Microsoft Access**Course Description:**

Focuses on the advanced database capabilities using a current version of Microsoft Access. Topics include design, construction, and documentation of a database management system, designing reports, forms, advanced form techniques, advanced queries, customizing tables, and creating and using an application system with macros.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Computer & Network Administration AAS & Certificate; Computer Application Support AAS & Certificate; Web Design & Development AAS

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Computer literacy: file management; familiarity with Microsoft Office interface; cut, copy & paste

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Fall**

✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. design, develop, update, customize, and maintain an Access relational database including: tables, forms, queries, and reports;
2. develop design guidelines that reduce data input errors and maintain referential integrity;
3. define and apply one-to-one, one-to-many and many-to-many relationship in a relational database management system;
4. use macros, switchboards and Visual Basic for Application code to create custom database applications.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to Microsoft Access.
 - a. Navigation.
 - b. Views.
2. Maintaining a Database.
 - a. Data entry via tables and forms.
 - b. Analyzing table structure.
 - c. Renaming objects.
3. Creating tables.
 - a. Needs analysis.
 - b. Normalization.
 - c. Creating relationships.
4. Creating forms.
 - a. Single table forms.
 - b. Forms with sub-forms.
 - c. Using the form design view.
5. Querying a database.
 - a. Comparison queries.
 - b. Creating calculated fields.
 - c. Creating parameter queries.
 - d. Aggregation queries.
 - e. Action queries.
6. Integrating Access with other software.
 - a. Creating documents.
 - b. Data Access pages.
 - c. Importing & exporting data.
 - d. Using Access as a mail merge source.
7. Creating macros and modules.

- a. Using the macro editor to automate database processes.
- b. Creating command buttons and attaching macros.
- c. Using Visual Basic for Applications to create custom modules.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> EOU (Eastern Oregon University) | <input checked="" type="checkbox"/> PSU (Portland State University) |
| <input checked="" type="checkbox"/> OIT (Oregon Institute of Technology) | <input checked="" type="checkbox"/> SOU (Southern Oregon University) |
| <input checked="" type="checkbox"/> OSU (Oregon State University) | <input checked="" type="checkbox"/> UO (University of Oregon) |
| <input checked="" type="checkbox"/> OSU-Cascade | <input checked="" type="checkbox"/> WOU (Western Oregon University) |

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

general elective

:

First term to be offered:

Next available term after approval

: