

SYLLABUS

DIVISION: Business and Engineering Technology
CURRICULA IN WHICH COURSE IS TAUGHT:

COURSE NUMBER AND TITLE:
CREDIT HOURS: 4 HOURS

REVISED: Spring 2014
IST Information Systems Technology,
AST Administrative Support Technology
ITE 150 – Desktop Database Software
CONTACT HOURS: 4. LEC: 4, LAB: 0

- I. CATALOG DESCRIPTION:** Incorporates instruction in planning, defining, and using a database, performing queries, producing reports, working with multiple files and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course addresses MOUS Access certification objectives.
- II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:** ITE 150 will address the following IST program outcomes:
- Implement Information Technology skills required by software applications.
 - Apply methodologies to stay current in IT offerings, trends, and certifications.
 - Apply current IT industry standards, protocols, and techniques.
- III. REQUIRED BACKGROUND:** Prerequisites are ITE 115 (Introduction to Computer Applications and Concepts.) And if Development studies are needed, MTE 3 and ENF 2.

IV. COURSE CONTENT:

- Creating and using databases
- Creating and modifying tables
- Creating and modifying queries
- Creating and modifying forms
- Viewing and organizing data
- Defining relationships
- Producing reports
- Integrating with other applications

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE.

☒ Communication
☐ Cultural and Social Understanding
☐ Personal Development
☐ Scientific Reasoning

☒ Critical Thinking
☒ Information Literacy
☒ Quantitative Reasoning

VI. LEARNER OUTCOMES	VII. EVALUATION
Creating and using databases <ul style="list-style-type: none"> • Create relational database • Open database objects in multiple views • Record navigation and searching • Find and replace data • Formatting fields 	Lab exercises Online test Open and code 3 queries, 1 form, 1 report Identify 5 record navigation buttons Change field size
Creating and Modifying Tables <ul style="list-style-type: none"> • Create and modify tables • Add a predefined input mask to a field • Create Lookup fields • Modify field properties 	Lab exercises In class assignments Online test Add a field to a table Identify short date format Add field caption
Creating and Modifying Queries <ul style="list-style-type: none"> • Create and modify queries • Add calculated fields to select queries 	Lab exercises In class assignments Online test Sort a field ascending sequence Use build function to create new field Use * wildcard in a criteria
Creating and Modifying Forms <ul style="list-style-type: none"> • Create and display forms • Modify form properties • Print forms 	Lab exercises In class assignments Online test Build split form Create report from a table
Viewing and Organizing Information <ul style="list-style-type: none"> • Enter, edit and delete records • Create queries • Sort records • Filter records 	Lab exercises In class assignments Online test Identify field in a custom sort
Defining Relationships <ul style="list-style-type: none"> • Join tables • Edit relationships 	In class presentation/project Online test Connect two tables in a relationship

Revised Jul 17, 2014