

JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS

COURSE SYLLABUS

Course Prefix and Number	CIS 111
Course Title	Introduction to Microsoft Access
Curriculum	Computer Information & Office Systems
Lecture	1
Lab	0
Credit Hours	1
Prerequisites	None

Catalog Description

Students will learn the fundamentals of Database techniques using MS Access. Topics include creating tables, adding records, relating tables, viewing the records, creating queries, sorting, form and report generation.

Course Objectives: See attached.

Prepared by:

Reviewed by:

Adolph Scheiwe
Dept. of CIOS
05/96

Revised 12/07
Revised 2/06
Revised 7/05
Updated 12/00
Revised 2/02

Ram Raghuraman
Department Chairperson Date

STUDENT MATERIALS

A. Textbook

Title: Microsoft Office Access 2007 Introductory

Author: Rutkowsky

Publisher: Paradigm

B. Other Required Materials

3 ½" floppy disk

Student Evaluation (Type of Grading)

Evaluation will be based on the following: Class Assignments, Homework, Final Project, and Quizzes

<u>Week/Days</u>	<u>Topic or Class Activity</u>	<u>Teaching Aids or Special Instruction</u>
1.	Create a database using design and datasheet views, adding records, using forms and reports, previewing and printing.	
2	Creating queries. Displaying data with a query. Printing the results of a query. Using wild cards. Joining tables. Sorting the data. Calculating statistics.	
3	Adding, changing and deleting records, changing the structure, using update and delete queries, creating validation rules and using indexes and specifying.	
4	Publishing to the Internet using Data Access Pages.	
5	Final.	

OBJECTIVES

1. The student will understand the purpose and use of Microsoft Access.
2. The student will be introduced to data files, queries, programs, reports, and forms.
3. The student will be able to use Microsoft Access on an introductory level.
4. The student will have basis for gaining additional knowledge about Microsoft Access.