

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: OFFT2820
Course Title: Advanced Database Applications
Prerequisite(s): Microsoft Integration (OFFT2720) or Microsoft Applications II (BSAD1020)

Catalog Description: Advanced database skills needed in the workplace using Microsoft Access. Topics covered are creating and modifying table structure, creating multi-table forms and reports, creating update queries and importing/exporting tables. Validation rules, multivalued fields, referential integrity, input masks, and lookup fields are also covered.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will*

- A. Provide students with opportunities to use advanced features to maintain and update a database.
- B. Provide students opportunities to use a variety of different types of queries.
- C. Provide students with opportunities to use advanced forms with multiple tables.
- D. Provide students opportunities to use advanced report features with calculations and multiple tables.
- E. Provide students opportunities to create basic macros.
- F. Provide students with opportunities to create, use and modify database templates.
- G. Provide students with opportunities to work with database properties, such as input masks, validation rules, lookup fields, and multivalued fields.
- H. Provide students with opportunities to work with controls in forms and reports.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Create tables using or modifying table properties, join properties, validation rules, multivalued fields, and referential integrity, input masks and lookup fields.
 - 2. Create and use advanced queries, such as a make-table, update, delete, parameter, and calculated queries.
 - 3. Create and use forms and multi-table forms using wizards and modify the design of the form.
 - 4. Create and use forms with advanced form techniques such as combo boxes and command buttons.
 - 5. Create reports using design view and the wizard with totals, subtotals, sorting, grouping and sorting, and conditional formats with one table and with multiple tables.
 - 6. Create Macros, navigation forms, and control layouts.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 3: Critical Thinking & Problem Solving
 - Outcome 2: Synthesize information to arrive at reasoned solutions to problems.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

- A. Create database files with or without a template.
- B. Create tables in design view and with wizards.
- C. Join tables.
- D. Change database properties.
- E. Query and sort a database using different types of queries.
- F. Create and use forms and advanced forms with multiple tables.
- G. Create advanced forms with subforms, combo boxes, command buttons and textboxes.
- H. Create detailed reports in design view or with the wizard for one table and multiple tables.
- I. Use advanced report features such as text boxes, multiple controls, subreports, headers and footers, totals and subtotals.

V. INSTRUCTIONAL MATERIALS

- A. Required Text: Cable, S., Freund, S., Monk, E., Sebok, S., Starks, D., & Vermaat, M. *MindTap for The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021, 1 term Instant Access*. Current Edition.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. METHODS OF EVALUATION

- A. Exams
- B. Quizzes
- C. Homework Assignments
- D. Comprehensive Accounting Programs
- E. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Students must meet all of the following to receive a passing grade.
 - 1. Grade Requirement: A grade of C (70 percent) is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.
 - 2. Computer Usage: This course may use a web component to facilitate student learning and student assessment. Intermediate computer skills are necessary.
 - 3. Additional Labs: Lab time outside of class is required to complete assigned exercises. Computer lab schedules are available at the beginning of each new quarter.