MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Business COURSE NO. ACCT 1122

COURSE TITLE Database Concepts and Application

CATALOG DESCRIPTION The use of a computerized database system for business applications. Topics include document creation, storage and retrieval, editing, printing, and file distribution.

AUDIENCE Open

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area by meeting the following competencies:
Area by meeting the following competencies:
Area by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Basic use of computer.

LENGTH OF COURSE Semester

THIS COURSE IS USUALLY OFFERED:
Every other year fall spring X summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: Students will learn basic and advanced uses of Access and how to apply them.

2) THINKING SKILLS: Students will decide what application methods will be needed to develop databases.

3) COMMUNICATIONS SKILLS: Students will interact with other students in developing databases.

4) HUMAN DIVERSITY: The text and classroom discussion will provide the student an opportunity to incorporate human diversity into this course.

TOPICS TO BE COVERED: Creating a Database Using Design and Datasheet Views; Querying a Database Using the Select Query Window; Maintaining a Database Using the Design and Update Features of Access, Publishing to the Internet Using Data Access Pages; Reports, Forms, and Combo Boxes; Enhancing Forms
with OLE Fields, Hyperlinks, and Subforms; Creating an Application System Using Macros, Wizards, and the Switchboard Manager; and Sharing Data among Applications.

LIST OF EXPECTED COURSE OUTCOMES:
1. Demonstrate the ability to develop and utilize tables and queries.
2. Demonstrate understanding of Referential Integrity by creating links and loading data correctly.
3. Demonstrate the ability to develop and utilize relational databases.
4. Demonstrate the ability to construct forms, sub-forms, and reports to interact with database data.

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other (describe below)
- Tests
- Worksheets
- Individual Projects
- Papers
- Portfolio
- Lab

EXPECTED STUDENT LEARNING OUTCOMES:
1. Ability to communicate well, including use of technology.
2. Ability to work independently or as a member of a team.
3. Ability to solve problems and make decisions.
4. Display of professional attitude and behavior.
5. Awareness and empathy with diversity in the workplace.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.
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