Common Course Outline for: CIM1230 Business Information Management-Access

A. Course Description
1. Number of credits: 3
2. Lecture hours per week: 3
   Lab hours per week: None
3. Prerequisites: Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.
4. Co-requisites: None
5. MnTC Goals: None

Catalogue description: Emphasizes creating and maintaining a database; creating simple and advanced queries; creating standard and custom forms and reports; enhancing table design, automating tasks with macros, managing and securing a database. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Access Certified Application Specialist Exam. Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.

B. Date last revised: February, 2016

C. Outline of Major Content Areas
   Using Microsoft Office tools for creating spreadsheets featuring:
   Building a Database and Defining Table Relationships
   Maintaining and Querying a Database
   Using Form Tools and Creating Custom Forms
   Sharing, Integrating, and Analyzing Data
   Using Action Queries and Advanced Table Relationships
   Automating Tasks with Macros
   Using and Writing Visual Basic for Applications Code

D. Course Learning Outcomes
   Upon successful completion of the course, the student will be able to:
1. Design and develop custom applications using Access
2. Solve complex problems using advanced features of Access
3. Facilitate decision making with Forms and Reports
4. Create charts to enable better data interpretation
5. Work with Action Queries and Advanced Table Relationships to enhance User Interactions
6. Create and edit macros using Visual Basic for Applications

7. Develop an application designed to meet a specific business need that meets professional development standards.

E. Methods for Assessing Student Learning
   A. Evaluations are based on documents created with each of the applications. Some of these documents will be assigned as homework and others will be in-class exams. The in-class exams are intended to measure the student's ability to create documents independently.
   B. Individual instructors may choose to incorporate the following into their evaluation system: in-class activities, homework assignments, group projects/quizzes, computer-based skills assessment.

F. Special Information All of the folowing skills can be acquired by successfully completing CIM/BUSN 1201. Success in this course is more likely if the student has good reading, thinking, and study skills. The beginning student should expect to spend about 6-9 hours a week completing the assignments outside of class. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery. Check the class schedule for designated sections.

Students are welcome to use the Computer Open Lab. Pick up the Computer Center printed schedule for hours and procedures. Software used in the classrooms is the same as in the Open Lab. Students can downloadlatest version of Microsoft Office. The software is free of charge.

Latest version of Microsoft Access on a Windows based PC are needed for the course.

Students entering the class must be able to use Windows for essential file management tasks (reading a directory, recognizing internal vs. external vs. network drives, copying, deleting, and renaming files) and to launch an application. Students will have had prior experiences planning, designing, creating, editing, printing, saving, and retrieving spreadsheets using Excel or another commercial spreadsheet program. Specific Excel features students should be proficient in: entering basic formulas and copying formulas using absolute and relative cell referencing, managing multiple worksheets in a workbook, and using functions. A familiarity with more advanced features such as data tables, macros, the scenario manager, goal seeking, database features, and pivot tables will be helpful.