

# North Hennepin Community College

## CIS 1240: Information Management: Access

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

In this course students will learn how to plan, design, create, query, create forms and reports, export to and import data from and maintain a database. This course is for anyone who has to make more informed decisions by effectively tracking, reporting, and sharing information. Applications will be taken from a variety of business and organizational scenarios. Students will integrate databases with Excel and Word. Students will learn how databases interact with other applications (including the Internet) and can become the foundation for an e-commerce web site. Students will develop an understanding of how an effective database supports the business decision-making process.

After taking this course, the student would be prepared to take the Microsoft Office Specialist Exam for Access.

Completion of CIS 1101 or prior database experience is recommended for this course.

### B. COURSE EFFECTIVE DATES: 04/13/2001 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Analyzing organizational information needs, sources, redundancies and requirements as well as what are the needs for use of information across an organization or within an application
2. Database design, analysis of structure to reduce redundancy using normalization practices using Microsoft Access.
3. Creation and manipulation of tables, forms, split forms, reports, queries, macros and switchboards.
4. Use and maintenance of databases, establishing referential integrity, application of validity rules to table structures
5. Integration of databases with Excel and Word.
6. Understanding of databases as a foundation for an E-commerce web sites

### D. LEARNING OUTCOMES (General)

1. Develop thinking and organizational skills in planning, designing and creating normalized databases that fulfill a wide range of business-related functions and needs. (NHCC ELOs 1, 2, 3, 4)
2. Analyze data presented in business cases requiring information management for effective use the tools of Access to create databases that show information in a variety of formats. (NHCC ELOs 2, 4)
3. Synthesize and evaluate information using queries and other Access objects to extract, group, and analyze information from a variety of sources. (NHCC ELOs 2, 4)
4. Understand the use of databases as a foundation for organizations and E-Commerce web sites. (NHCC ELO 1)
5. Demonstrate preparedness to take the Microsoft Office Specialist Exam for Access. (Course goal) (NHCC ELOs 2, 4)

## **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

## **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

## **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.