COURSE OUTLINE: GIS403 - INTRO TO ACCESS

Prepared: Mark Allemang
Approved: Corey Meunier, Chair, Technology and Skilled Trades

Course Code: Title	GIS403: INTRODUCTION TO ACCESS
Program Number: Name	4018: GIS-APPLICATION SPEC
Department:	COMPUTER STUDIES
Semesters/Terms:	19F
Course Description:	In this course students will learn to use the basic to intermediate features of Microsoft Access . Students will learn to use functions, menus and toolbars, and, create, enter and edit database records. Students will also be introduced to basic SQL commands. This course will also provide an introduction to database design. Through practical applications students will learn to design tables, queries, reports in addition to understanding and creating relationships between numerous tables. Practical hands-on applications will be utilized to incorporate basic database concepts. A sound understanding of this material is required in order to develop and maintain an online database in the following semester.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	GIS440
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**4018 - GIS-APPLICATION SPEC** VLO 2 Understand the typical data structures, algorithms, and computational problems that are encountered in various GIS technologies; VLO 6 Be aware of the issues surrounding the communication of data extracted from a GIS to a variety of potential end users;
Essential Employability Skills (EES) addressed in this course:	EES 4 Apply a systematic approach to solve problems.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	Grade Definition Grade Point Equivalent A+ 90 - 100% 4.00 A 80 - 89% 4.00 B 70 - 79% 3.00 C 60 - 69% 2.00

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D 50 - 59% 1.00
F (Fail) 49% and below 0.00

CR (Credit) Credit for diploma requirements has been awarded.
S Satisfactory achievement in field /clinical placement or non-graded subject area.
U Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR Grade not reported to Registrar`s office.
W Student has withdrawn from the course without academic penalty.

Books and Required Resources:	Microsoft Office Access 2010 by Lisa Friedrichsen Publisher: Thomson. ISBN: Etext ISBN: 9781133418047 An online copy of the textbook can be purchased through Vitalsource: https://www.vitalsource.com/en-ca/

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Describe and Explain Database Concepts	1.1 Review and discuss common database applications 1.2 Discuss database concepts and design 1.3 Differentiate among one-to-one, one-to-many, and many-to-many relationships 1.4 Define database, tables, records and fields 1.5 Discuss Access and how it will interface with GIS 1.6 Review Access Screen Layouts and Toolbars
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Create Tables, Queries and Basic Reports	2.1 Create and enter data to a simple table 2.2 Explain , define and create Queries 2.3 Run Queries 2.4 Using Text data in the Criteria section 2.5 Using Numbers and Wildcards in the criteria section 2.6 Using Comparison Operators 2.7 Sorting data in a query 2.8 Creating and use Parameter Queries 2.9 Create and use Calculation queries
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Create Forms and link Multiple Tables	3.1 Create forms to enter data to a table 3.2 Create additional tables 3.3 Create and Use Advanced Forms to enter view data 3.4 Create a customized Form 3.5 Join tables 3.6 Link tables using unique keys 3.7 Indexing table items
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Developing Reports	4.1 Create a simple Report 4.2 Create Group Reports Using the Report Wizard 4.3 Create Customized Reports 4.4 Formatting the Report 4.5 Using Calculations in a report 4.6 Running Queries into reports

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Course Outcome 5	Learning Objectives for Course Outcome 5
5. Write simple Visual Basic forms based programs for Access.	5.1 Utilized forms objects such as button, label, textbox. 5.2 Use program control statements such as If/for/next. 5.3 Validate input. 5.4 Complete simple application programs involving simple input, process, output.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	60%
Tests	40%

Date: August 29, 2019

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.