COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Dr. Pattie Odgers          Date: December 4, 1991
Revised by: Jeff Rhode                  Date: September 30, 1996
Revised by: Jeff Rhode                  Date: November 22, 1999
Revised by: D. Bowman                   Date: Spring 2003
Revised by: Jeff Rhode                  Date: April 15, 2003
Revised by: J. Rhode                    Date: Spring 2004
Revised by: A. Irwin                    Date: Fall 2009
Status: Permanent

A. Identification:
1. Subject Area: Computer Information Systems
2. Course Number: CIS 125
3. Course Title: INTRODUCTION TO DATABASES
4. Credit Hrs: 3

B. Course Goals:
To provide students with necessary knowledge and skills to become competent users of database management system software packages in the work place. Students will demonstrate knowledge and skills in designing and using a computerized relational database management system to store, manipulate, retrieve, and report on business information.

C. Course Outcomes:
Students will:
1. Perform the basic procedures necessary to use a database management system (DBMS) software package.
2. Determine the proper and improper DBMS uses in a business setting.
3. Enter, delete, modify, and retrieve data using a DBMS.
4. Create complex queries to retrieve and manipulate specific pieces of information from a database.
5. Create and use forms and reports using a DBMS.
6. Create a well-designed functioning GUI using Macros, and apply VBA code to objects within the database.
7. Set Startup Options and apply Security Settings.
8. Create Data Access Pages and static HTML documents.
9. Split a database, replicate a database, and perform import and export operations.
10. Design database applications by creating a working entity-relation diagram and implementing it using a DBMS.
D. **Course Outcomes Assessment:**
Assessment will include:
1. Pre and Post Test assessing terminology
2. Final Practical Exam covering summary of all software functions

E. **Course Content:**
Will include:
1. Overview of DBMS
2. Data entry, modification and deletion
3. Queries, Forms, Reports, Data Access Pages, Macros and Modules
4. Security and Management
5. The Relational Model and database design