Washtenaw Community College Comprehensive Report

BOS 182 Database Software Applications
Effective Term: Fall 2023

Course Cover

College: Business and Computer Technologies
Division: Business and Computer Technologies
Department: Business
Discipline: Business Office Systems
Course Number: 182
Org Number: 13200
Full Course Title: Database Software Applications
Transcript Title: Database Applications
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Three Year Review / Assessment Report
Change Information:
Consultation with all departments affected by this course is required.
Objectives/Evaluation
Rationale: Three-year review
Proposed Start Semester: Fall 2023
Course Description: This course teaches database concepts and applications using Microsoft Access. Skills and concepts include creating databases; creating and customizing tables and forms; creating, formatting, and enhancing reports; querying and maintaining databases; enhancing forms; and filtering data. Applying database concepts, design, and functions used within business environments is emphasized. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm.

Course Credit Hours

Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

General Education Area 7 - Computer and Information Literacy

Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit
Assoc in Science - Comp Lit

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Microsoft Access to create personal and/or business databases following accepted design principles.
   Assessment 1
   Assessment Tool: Outcome-related final project
   Assessment Date: Fall 2024
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Checklist
   Standard of success to be used for this assessment: 75% will score 75% or higher.
   Who will score and analyze the data: Departmental faculty

2. Design and develop a relational database.
   Assessment 1
   Assessment Tool: Outcome-related final project
   Assessment Date: Fall 2024
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Checklist
   Standard of success to be used for this assessment: 75% will score 75% or higher.
   Who will score and analyze the data: Departmental faculty

3. Communicate in a business setting using database management terminology.
   Assessment 1
   Assessment Tool: Two outcome-related multiple-choice/true false tests with hands-on component
   Assessment Date: Fall 2024
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Multiple-choice/true false tests are scored with an answer key and hands-on component are scored with a checklist.
   Standard of success to be used for this assessment: 75% will score 75% or higher on both the test and final project.
   Who will score and analyze the data: Departmental faculty

Course Objectives

1. Enter and edit records within tables, queries, and forms.
2. Design table relationships using accepted design principles.
3. Create tables using various data types and properties.
4. Create select, summary, crosstab, and action queries.
5. Create expressions for summarizing data within queries, forms, and reports.
6. Create and modify data entry forms which include combo boxes, subforms, command buttons, and additional controls.
7. Create and modify professional-looking reports including grouping reports and mailing labels.

8. Create and modify a basic navigation form to navigate a database.
9. Design and develop an original database application for personal or business use.
10. Demonstrate knowledge of database management concepts and terminology.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	*Faculty Preparer*	*Mar 01, 2023*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Mar 16, 2023*
Dean:		
Eva Samulski	*Recommend Approval*	*Mar 16, 2023*
Curriculum Committee Chair:		
Randy Van Wagnen	*Recommend Approval*	*Apr 07, 2023*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Apr 13, 2023*
Vice President for Instruction:		
Victor Vega	*Approve*	*Apr 17, 2023*

Washtenaw Community College Comprehensive Report

BOS 182 Database Software Applications
Effective Term: Fall 2013

Course Cover

Division: Business and Computer Technologies
Department: Business Office Systems
Discipline: Business Office Systems
Course Number: 182
Org Number: 13310
Full Course Title: Database Software Applications
Transcript Title: Database Applications
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
Course description
Outcomes/Assessment
Objectives/Evaluation
Rationale: Outcomes/Assessments missing on the master syllabus and minor changes to the course description.
Proposed Start Semester: Fall 2013
Course Description: This course teaches database concepts and applications using Microsoft Access. Skills and concepts include creating databases; creating and customizing tables and forms; creating, formatting, and enhancing reports; querying and maintaining databases; enhancing forms; and filtering data. Applying database concepts, design, and functions used within business environments is emphasized. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm.

Course Credit Hours

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Total Contact Hours: Instructor: 45 **Student:** 45
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Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

General Education Area 7 - Computer and Information Literacy
Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Microsoft Access to create personal and/or business databases following accepted design principles.
   Assessment 1
   Assessment Tool: Final project
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Final project scored with a checklist.
   Standard of success to be used for this assessment: 75% will score 75% or higher on the final project.
   Who will score and analyze the data: Departmental Faculty

2. Design and develop a relational database.
   Assessment 1
   Assessment Tool: Final project
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Final project scored with a checklist.
   Standard of success to be used for this assessment: 75% will score 75% or higher on test and checklist.
   Who will score and analyze the data: Departmental Faculty

3. Communicate in a business setting using database management terminology.
   Assessment 1
   Assessment Tool: Two multiple choice/true false tests with hands-on component
   Assessment Date: Fall 2013
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Course Objectives

1. Enter and edit records within tables, queries, and forms.
   Matched Outcomes
2. Design table relationships using accepted design principles.
   Matched Outcomes
3. Create tables using various data types and properties.
   Matched Outcomes
4. Create select, summary, crosstab, and action queries.
   Matched Outcomes
5. Create expressions for summarizing data within queries, forms, and reports.
   Matched Outcomes
6. Create and modify data entry forms which include combo boxes, subforms, command

buttons, and additional controls.
Matched Outcomes

7. Create and modify professional-looking reports including grouping reports and mailing labels.
Matched Outcomes
8. Create and modify a basic switchboard to navigate a database using simple macros.
Matched Outcomes
9. Design and develop an original database application for personal or business use.
Matched Outcomes
10. Demonstrate knowledge of database management concepts and terminology.
Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	*Faculty Preparer*	*Feb 10, 2013*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Feb 10, 2013*
Dean:		
Rosemary Wilson	*Recommend Approval*	*Feb 12, 2013*
Vice President for Instruction:		
Bill Abernethy	*Approve*	*Mar 27, 2013*