Course Prefix and Number: CIS 209          Credit Hours: 3-3-0

Course Title: Advanced MS Access

Course Prerequisites: CIS 100 or CIS 105


Course Description: An in-depth exposure to database design using Microsoft Access. The course includes how to plan, define, create, and modify databases. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Access 2016 certification exam is optional at the conclusion of the course.

Learning Outcomes:
At the end of this course, the student will:
   A. create and edit brief level database;
   B. create and edit introductory level database; and
   C. create and edit complete level database.

To achieve the learning outcomes, the student will or will be able to:
(The letter designations at the end of each statement refer to the learning outcome(s).)
   1. define and Create a database with these items field, record, table, relational database, primary key, and foreign key (A);
   2. build and use queries (A);
   3. build and use forms (A);
   4. build and use reports (A);
   5. modify data structures (A);
   6. improve and enhance queries (B);
   7. improve and enhance forms (B);
   8. improve and enhance reports (B);
   9. import and export data (B);
  10. analyze database design (B);
  11. create advanced queries (C);
  12. create advanced reports (C);
  13. create macros (C);
  14. create modules and VBA (C); and
  15. administer the database (C).

Course Requirements:
   1. Achieve a course average of 70% or above.
   2. Class attendance (refer to the student handbook for attendance policies).
3. Students must have access to a Windows computer, Microsoft office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

**Course Grading Scale:**
- A = 89.5% - 100%
- B = 79.5% - 89.4%
- C = 69.5% - 79.4%
- D = 59.5% - 69.4%
- F = 0.0% - 59.4%

**Attendance Policy:** The college attendance policy is available at http://www.bpcc.edu/catalog/current/academicpolicies.html

**Course Fees:** N/A

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