El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	**Business Management**
COURSE RUBRIC NUMBER	**POFI 2350**
COURSE TITLE	**Databases**
COURSE CREDIT HOURS	**3 3 1** **Credits Lec Lab**

I. Catalog Description

Provides in-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company**. (3:1).**

II. Course Objectives

Upon satisfactory completion of the course, the student will be able to:

A. Unit I. Productivity Apps, Windows Functions, and Database Essential
   1. Describe and demonstrate how to use OneNote, SWAY, and Office Mix.
   2. Illustrate the current version of Microsoft's operating system.
   3. Identify apps in Office.
   4. Identify components of the Microsoft Office Ribbon.
   5. Create folders.
   6. Perform tasks using Microsoft Office apps.
   7. Use the Help function
   8. Identify the basics of the navigation pane, object tabs, changing views, ribbon, quick access toolbar, key tips, office button, and help button.
   9. Define tables, data types, and properties
   10. Explain the functions of a database table and how to create a table.
   11. Create and save a database table in various formats, i.e., templates, from another table, or online.

B. Unit II. Working with Tables/Records and Modifying Tables
   1. Navigate through using the keyboard and navigation button.
   2. Add and modify a primary and multi-field primary key.
   3. Edit records by using the find and replace and attach and detach documents to a database.
   4. Sort and filter data within a table.
   5. Explain and create/modify/print a table relationship.
   6. Modify an existing table and its field, multi-valued fields, and properties and rename and delete a database table.

C. Unit III. Create Forms and Reports and Apply Controls
   1. Create a simple form, a datasheet form, and a form in layout view.
   2. Modify the form in design view form and apply appropriate controls.
   3. Sort and filter data in a form and a report.

4. Change the format of the form and report by using the Autoformat feature.
5. Create a simple report using the Report Wizard, modify it in design view, and apply appropriate controls.
6. Add controls in a form or report using the unbound controls, bound controls, and calculated controls.
7. Format a control using the properties and apply conditional formatting.

D. Unit IV. Create/Modify Queries and Work with Advanced Tables and forms
1. Create a query from a table and find duplicates within the query.
2. Create a query from a multiple table and find unmatched records.
3. Modify a query by adding a table, removing a table, and adding criteria to a query to an existing database.
4. Sort and filter data within a query.
5. Create and modify a custom table.
6. Use the Table Analyzer.
7. Create advanced forms, i.e., multi-item form, split form, and subform.
8. Create a PivotTable form.

E. Unit V. Advanced Reports and Queries
1. Define and modify group headers using the Report Wizard to use group, sort, and total pane.
2. Create aggregate fields.
3. Create printout layout.
4. Create labels using the Label Wizard and integrate with Microsoft Word.
5. Create crosstab queries and a subquery.
6. Create action queries and append, make table, and update/delete queries.
7. Modify queries by creating a join query, calculated query field, and aggregated query.

F. Unit VI. Share Data, Import/Export Data, and Use Database Tools
1. Create, format, and refresh a Chart.
2. Build, format, and change a PivotChart.
3. Import data to and export data from a database.
4. Maintain a database by backing it up, compacting/repairing, and saving it as a previous version.

III. THECB Learning Outcomes (WECM)

1. Structure a database.
2. Create and format tables, forms, and reports.
3. Create and modify queries
4. Manipulate data.

IV. Evaluation

A. Evaluation Methods
Evaluation will be based on theory exams, assessment projects, and class participation (on-line and in-class).

B. Grading Scale
The final grading report will be based on the percentage of total points earned.

Percentage	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

V. Disability Statement (Americans with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (8312426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.