Master Course Syllabus

Course Discipline and Number: CAPS 131   **Year: 2024-2025**

Course Title: Introduction to Databases   **Credit Hours: 1**

I. Course Description: This course is an introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Microsoft Access. Prerequisites: None. Familiarity working in a Microsoft Windows environment is recommended.1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

II. Additional Course Information:

1. This is an introductory course in the use of an electronic database that can be used to satisfy a CAPS elective or an unrestricted elective requirement. CAPS electives are required in many degree programs and may be accepted for transfer toward various computer literacy course requirements.

2. The current program being used is Microsoft Access. Students who use Mac or Chrome Books will need to use a link to the MY TC3 Virtual Desktop to do their coursework. This link is provided in the Brightspace course shell and can also be obtained by contacting the IT Help Desk.

III. Student Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Create databases and tables using the wizards and datasheet view.

2. Create queries using the wizard and design view.

3. Create forms and reports.

IV. Tompkins Cortland Institutional Learning Outcomes; Program Learning Outcomes; SUNY General Education Outcomes

Tompkins Cortland ILOs – N/A

Complete this section for "service" courses only (e.g., courses that are required of all students; courses that are not program specific but satisfy liberal arts requirements; or commonly used in multiple academic programs to meet non-program-specific requirements). Check only Institutional Learning Outcomes (ILOs) that are meaningfully developed and assessed in this course. For each ILO chosen, include the SLO to which it aligns.

Students will:
☐ Communicate effectively, in oral and written forms, taking into consideration audience and purpose.

☐ Apply principles and methods of scientific inquiry and quantitative reasoning appropriate to their discipline.

☐ Use information, critical thinking, and the creative process to solve problems and reach conclusions.

☐ Use technology appropriate to their discipline.

☐ Describe the ways in which social, economic, or environmental sustainability depends on their own and the collective contributions of a diversity of ideas and people.

Program Learning Outcomes – N/A

Complete this section for program-specific courses (e.g., those that share the same 4 letter designation as the academic program or satisfy requirements in related programs). List the academic program(s) here and note which Student Learning Outcomes align to specific Programmatic Learning Outcomes. Please see the MCS Instructions for more details.

SUNY General Education Outcomes – N/A

If this course **assesses** a SUNY GEN ED Outcome, check all that apply and indicate which course outcome(s) address each checked item:

☐ CRITICAL THINKING - Students will:
   a. identify, analyze, and evaluate arguments as they occur in their own or others' work; and
   b. develop well-reasoned arguments.

☐ INFORMATION MANAGEMENT - Students will:
   a. perform the basic operations of personal computer use;
   b. understand and use basic research techniques; and
   c. locate, evaluate, and synthesize information from a variety of sources.

☐ GENERAL EDUCATION CATEGORY - Area(s) **– N/A**:
For courses that are approved to meet one (or more) of the ten SUNY General Education categories, indicate which category the course fulfills, and which outcome(s) are aligned with the SUNY outcomes for that category:

☒ This course does not address any of the above Tompkins Cortland ILOs, PLOs, or SUNY General Education Outcomes.

V. Essential Topics/Themes

1.	Opening and viewing a database; viewing and modifying records of data within tables.
2.	Creating and updating tables, setting properties of fields in tables.
3.	Creating and modifying queries and filters using multiple tables in queries.
4.	Creating forms from queries and tables: using forms to update tables.
5.	The student will be able to Creating, previewing, and printing basic reports, using groups in reports; creating mailing labels.

VI. Methods of Assessment/Evaluation

Method	% Course Grade
1. Lab Problems/Exercises	40-60%
2. Quizzes	0-20%
3. Final Exam	40-50%

VII. Texts – ☐ **Required**   ☒ **Recommended**   ☐ **Used for more than one course (list courses)**

High school instructors may consult with staff in the CollegeNow office for additional information and guidance.

This class has a Brightspace shell that includes written lectures, screen shots, extra help folders, and assignments/tests.

OR
1. Microsoft Office 365 Access 2016 Intermediate. Friedrichsen, Lisa. 1st Ed., 2016. Cengage Learning ISBN-13 : 978-1305877993

Editions listed are current as of date of syllabus. More recent editions may be used.

VIII. Bibliography of Supplemental Materials – None specified

IX. Other Learning Resources

Audiovisual: None specified
Electronic: None specified
Other: None specified

Attendance Policy: To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.

Services for Students with Disabilities: It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for academic adjustments. All course materials are available in alternate formats upon request.

Academic Integrity: Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.
Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.
Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.