Course Specification
(Bachelor)

Course Title:	Introduction to database
Course Code:	3-CIS272
Program	Information Systems
Department	Computer Department
College:	Applied College
Institution	:Najran University
Version	: 3
Last Revision Date:	1-10-2024

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (3 hours)					
2. Course type					
A.	☐University	☐College	☒ Department	☐Track	☐Others
B.	☒ Required		☐Elective		
3. Level/year at which this course is offered: (1st year, level 1)					
4. Course General Description:					
The course covers principles of database, the essential skills required to create and manage a simple database, introduces the concepts of good database design, and covers the key features of a normalised database design. It deals with creating and using Tables and their Relationships, Queries, Forms and Reports and shows how these can be combined into a simple but effective application. It also discusses some of the issues involved with managing databases. It emphasises good design practices that lead to flexible and adaptable databases and deals with creating and amending Tables and their Relationships, Queries, Forms and Reports, showing how these can be combined into a simple but effective application.					
5. Pre-requirements for this course (if any)**:**					
No Exist					
6. Co-requisites for this course (if any)**:**					
NO					
7. Course Main Objective(s):					
This course provides an introduction to the basic concepts of Microsoft Access, the necessary knowledge to design and build a straightforward but functional database and skills to build complete database solutions. On completion of this course, the student will be able to use an existing Access Database effectively and be able to create and modify Tables, Queries, Forms and Reports. Student will understand how to create a normalised relational design.					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	4 hours per week	100%
2	E-learning		
3	Hybrid • Traditional classroom		

No	Mode of Instruction	Contact Hours	Percentage
	• E-learning		
4	Distance learning		100%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**	30
2.	**Laboratory/Studio**	30
3.	**Field**	
4.	**Tutorial**	
5.	**Others (specify)**	
Total		60

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	**Knowledge and understanding**			
1.1	Describe the database design principles and concepts	K1	• Lecture • group discussion	• Exams • Assignment
1.2	Explain the various features and options available in Microsoft Access for modifying and managing database objects	K2	• Lecture • group discussion	• Exams • Assignment
...				
2.0	**Skills**			
2.1	Designe database objects in Microsoft Access	S1	• Lab • Project	•Project discussion • Lab Exams
2.2	Analyze data within the database	S2	• Lecture • Project	• Exams
	Present data in a clear and concise manner using forms and reports	S3	• Lab • Project	•Project discussion • Lab Exams

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
3.0	**Values, autonomy, and responsibility**			
3.1	Accomplish team work to do database project.	V1	• group work • Lab	•Group presentation • Project
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Database Concepts	2 2
2.	Introduction to Access Lab: Introduction to access environment	2 2
3.	Create and modify tables Lab: Creating Access Tables. Creating new tables, changing a table design, setting the primary key, Manage table records and manipulating tables. Create and modify fields	**4** **4**
4.	Manage table relationships and keys Lab: Table Relationship , Integrity Rules and keys	2 2
5.	Create and modify queries Lab: Selecting Data with Quires. Creating Query , Changing the Sort Order and Adding Fields	4 4
6.	Modify forms in layout view **Lab**: Creating Basic Access Forms	2 2
7.	Normalization **Lab:** Working with Data on Access Forms	2 2
8.	Data Manipulation Languages Lab: Creating Basic Access reports	2 2
9.	Modify database structure Lab: import objects or data from other sources, delete database objects hide and display objects in the Navigation Pane	2 2
10.	Print and export data Lab: configure print options for records, forms, and reports, export objects to alternative formats	**4** **4**
11.	Using Operators and Expressions in Access Lab: Creating complex queries, Building queries with simple criteria ,Using multiple criteria in a query	2 2

12.	Transforming Data in Access Lab: Finding and removing duplicate records, Filling in blank fields, Concatenating, Changing case, Removing leading and trailing spaces	2 2
Total		**60**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Mid-Term exam	8	20%
2.	Years Duties	continuously	10%
3.	Practical exam	16	20%
4.	Final exam	17	50%
5.	Total		100

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Alexander, M., & Kusleika, R. (2018). Access 2019 Bible.
Supportive References	
Electronic Materials	http://lms.nu.edu.sa/webapps/portal/frameset.jsp المكـــــتبة الرقمـية http://lib.nu.edu.sa/DigitalLibbrary.aspx
Other Learning Materials	Searching the Internet

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	• One class room with 30 seats • One Lab with 30 PC
Technology equipment (projector, smart board, software)	• data show software's (MS-office 2016, Windows 10)
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	Questionnaire
Effectiveness of Students assessment	examination committee	Questionnaire and exam audit
Quality of learning resources	Faculty Administration	Review and check the results
The extent to which CLOs have been achieved	Quality management in the department	A review of the measurement of learning outcomes
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	1-11-2023