

COURSE OUTLINE

CMSY-103 Beginning Databases 1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use beginning features of Access that include tables, queries and multiple table queries, forms, and reports. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work may be done outside of class (except tests) if student has compatible software.

Overall Course Objectives

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

1. Create a database.
2. Modify a database.
3. Use sort and query features.
4. Create forms and reports.

Major Topics

- I. Creating a Database Table
- II. Creating Relationships between Database Tables
- III. Using Wizards and Help
- IV. Performing Queries and Filtering Records
- V. Creating Forms
- VI. Creating Reports, Mailing Labels, and Charts
- VII. Importing and Exporting Data
- VIII. Creating Web Pages and Using Database Wizards

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

1. Multiple choice, true/false tests
2. Computer hands-on tests
3. Projects

Other Course Information

Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.