

COURSE OUTLINE

CMSY-103

Beginning Databases

1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use beginning features of Microsoft® 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. Modifying a Table
- III. Creating Relationships between Database Tables
- IV. Using Wizards and Help
- V. Performing Queries and Filtering Records
- VI. Creating Forms
- VII. Creating Reports and Mailing Labels
- VIII. Importing and Exporting Data

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member, but will include the following:

- Multiple choice, true/false tests
- Computer hands-on tests
- Projects

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.

Word processing skills as listed in the CMSY102 Beginning Word Processing course outline are strongly recommended.