

College of San Mateo

Course Outline

- New Course
- Update/No change
- Course Revision (Minor)
- Course Revision (Major)

Date: 09-14-09

Department: BUSW

Number: 464

Course Title: Database Management Using ACCESS for Windows Units: 3

Total Semester Hours Lecture: 48 Lab: Homework: 96 By Arrangement:

Length of Course

- Semester-long
- Short course (Number of weeks ___)
- Open entry/Open exit

Grading

- Letter
- Pass/No Pass
- Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.): 3 x 16 /16 = 3.0 FLC

1. Prerequisite (Attach Enrollment Limitation Validation Form.)
BUSW 105 or equivalent

2. Corequisite (Attach Enrollment Limitation Validation Form.)

3. Recommended Preparation (Attach Enrollment Validation Form.)

4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)

(1.5) *Minimum of 48 lecture hours per term. Prerequisite: BUSW 105 or equivalent.*
Introduction to database design and creation; use and applications for business to edit data, searches for specific information; creating forms and printing reports. (To increase competency, may be taken twice for a maximum of 6 units.) (AA) (CSU)

5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)

Introduction to database design and creation and applications for business using Microsoft ACCESS. Covers database structures; editing data, searches for specific information; creating forms and printing reports. Instructor will discuss portable storage media at first meeting.
Prerequisite: BUSW 105 or equivalent. (May be taken twice for a maximum of 6 units.) (CSU)

6. Student Learning Outcomes (Identify 1-6 expected learner outcomes using active verbs.)

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

- a. Identify the uses and operation of a database.
- b. Determine and organize information for a database.
- c. Activate the Access application software.
- d. Name, design, create and save a database table.
- e. Type data into the database table.
- f. Edit data in the database table.
- g. Sort, select and print a database.
- h. Perform a query of the data.
- i. Create a form and report for the data.

- j. Integrate an Excel spreadsheet into a database.
- k. Use a database to perform a mail-merge.

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*

Same as SLOs

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

- a. Table Design, Queries and Forms
- b. Custom Reports
- c. Integrating Access with Web and Other Programs
- d. Query Wizards and Action Queries and Defining Table Relationships
- e. Automating Tasks with Macros
- f. Using and Writing Visual Basics
- g. Managing and Securing Databases

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.) If hours by arrangement are required by this course, indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.

- a. Students will be required to read each chapter before class to prepare for in-lab exercises.
- b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter.
- c. Instructor will lead guided exercises so that students can practice each feature of the chapter.
- d. Students will work independently on textbook exercises that are both specifically and generally directed.
- e. Students will be required to print and hand in or email selected exercises to the instructor.
- f. Students will have access to the computer labs during open lab hours to work on any homework projects.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.) Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

Access 2007 Benchmark Series Paradigm Publishing 2008

Prepared by:

(Signature)

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