

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUSW 464    **TITLE:** Database Management Fundamentals Using Access for Windows  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours  
**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)  
**Recommended Preparation:**

Eligibility for ENGL 100 or ENGL 105 or ESL 400.

2. **COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** CSU

**AA/AS Degree Requirements:**

CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**

**Catalog Description:**

Introduction to database design, creation and applications for business using Access. Reviews basic computer needs. Covers database structures; table design; editing data; searches (queries) for specific information; creating forms and printing reports; creating macros; managing and securing databases.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Create, save, edit and print documents.
2. Determine and organize information for a database.
3. Name, design, create and save a database table.
4. Manipulate and mine a database table.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

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

1. Create, save, edit, and print documents.
2. Identify the uses and operation of a database.
3. Determine and organize information for a database.
4. Name, design, create and save a database table.
5. Type data into the database table.
6. Edit data in the database table.
7. Sort, select and print a database.
8. Perform a query of the data.
9. Create a form and report for the data.

6. **COURSE CONTENT:**

**Lecture Content:**

1. Basic computer needs and usage reviewed
  - A. Configuration of personal computers
  - B. Operating systems (Windows)
  - C. Software applications
2. Orientation to ACCESS application program
3. Database features:
  - 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

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Other (Specify): 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.

#### 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

##### **Reading Assignments:**

Students will be required to read each chapter before class.

#### 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

#### 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Easton, A. & Nordell, R.. *Microsoft Access 365 Complete: In Practice*, 1 ed. McGraw-Hill Education, 2019

**Origination Date:** September 2019

**Curriculum Committee Approval Date:** November 2019

**Effective Term:** Fall 2020

**Course Originator:** Peter von Bleichert