Course Name: Database Management

Course Number: BOT* E218

Credits: 3

Catalog description: Provides students with hands-on experience entering and edition data, working with and customizing forms, creating and using queries, creating and customizing printing reports and mailing labels, and creating and relating tables using database software. Substantial lab time will be required in the computer lab.

Prerequisite, Corequisite, or Parallel: CSA*E106 or BOT*E210 or permission of the Instructor. Basic computer touch-typing Skills required

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

☒ **BUS**   **Business elective**

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:
1. Understand the creation, customization and manipulation of tables
2. Understand the creation and customization of forms
3. Understand the creation of queries
4. Understand the creation and customization of reports
5. Work with macros to automate tasks

Course Content:

A. Access Basics
B. Creating a Database
C. Creating Queries
D. Creating and Modifying Forms
E. Creation and Modifying Reports
F. Integration Access
G. Modifying Table Design
H. Relationships in Tables and Queries
I. Advances Queries and Filters
J. Advances Form Features
K. Advances Reports Features
L. Creating Macros and a Switchboard
M. Using Database Managements Tools
N. Enhancing the Database with Programming

Date Course Created:

Date of Last Revision: 04/03/2017