

**Course Outline**  
**OFAD 243**  
**Database Management**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

Database Management

Covers the fundamentals of electronic database management; provides practice in common database operations such as creating, editing, and querying a database; prepares students to take the Expert MOUS certification exam in Microsoft Access.

Prerequisite: CINS 101 or OFAD 160

**Overall Course Objectives.**

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

1. demonstrate an understanding of the concepts of relational database design and implementation;
2. demonstrate a high level of skill using Windows environment to perform database applications;
3. create and edit a database;
4. manipulate data in a database using the sort, find, and query functions;
5. print tables, forms, and reports; and
6. integrate Access with other applications.

**Major Topics**

1. Database concepts
2. Table structure in Access
3. Queries
4. The Access wizards
5. Customizing forms
6. Customizing reports
7. Integrating Access to other programs
8. Using the Web
9. Advanced queries
10. Macros
11. Visual Basic for applications

## **Course Requirements**

Final Grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Written Tests (3)	150
Hands-on Tests (3)	300
Projects	<u>150</u>
Total Possible Points	600

Final letter grades (based on total points earned) will be awarded as follows:

$$540 - 600 = A$$

$$480 - 539 = B$$

$$420 - 479 = C$$

$$360 - 419 = D$$

$$\text{Below } 359 = F$$

## **Other Course Information**