

## **COSC-185 DATABASE MANAGEMENT SYSTEMS 3 CREDITS**

### **SYLLABUS**

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#### **CATALOG DESCRIPTION**

This course instructs students in the most current and widely used database programs on microcomputers. It teaches the concepts and procedures needed to become a designer, developer, and informed user of databases. Topics covered in this course include creating and editing tables, forms, reports, data access pages, and using the World Wide Web and hyperlink fields. This course can be used to prepare for the corresponding Microsoft Certified Application Specialist exam.

Prerequisites: MATH-050, ENGL-095, and RDNG-096 or appropriate Accuplacer scores.

Semester Offered: Spring, Fall

#### ***COMMON STUDENT LEARNING OUTCOMES***

*Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...*

##### **BROAD AND SPECIALIZED LEARNING**

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

##### **CRITICAL THINKING**

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

##### **CULTURAL AND CIVIC ENGAGEMENT**

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

##### **EFFECTIVE COMMUNICATION**

Students will exchange ideas and information with clarity in multiple contexts.

##### **INFORMATION LITERACY**

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

##### **INTEGRATING TECHNOLOGIES**

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

#### **COURSE LEARNING OUTCOMES**

*Upon successful completion of the course, the student will be able to...*

1. Identify the basic features of an office programs and navigate the working environment

2. Create, save, close, and open files with an office suite program
3. Design, create and modify a relational database.
4. Choose a primary key, design fields of all data types, and assign various field properties.
5. Design, create and modify database queries using wildcard characters, parameters, calculated fields, and functions.
6. Design, create and use action database queries
7. Plan, design, create and use database forms.
8. Design, create and modify database reports.
9. Create a relationship between tables.
10. Design and create database macros to automate tasks.