COURSE SYLLABUS

COURSE: DBA 110   **DATABASE CONCEPTS**

HOURS: Lecture: **2**   Lab/Shop: **3**   Work Exp/Clinical: **0**   Credits: **3**

COURSE DESCRIPTION:

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

PREREQUISITE(S): CIS 110, CIS 111, CTI 110, or OST 136

COREQUISITE(S):   None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

To Be Determined

COURSE GOALS:

Prepare for the Microsoft Office Specialist (MOS), Access Specialist Certification.

STUDENT LEARNING OUTCOMES:

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

1. Create and manage a database.
2. Build tables.
3. Navigate to specific records, set a form as the startup option, use navigation forms, set navigation options, and change views.
4. Update records, add new records, delete records, append records from external data, find and replace data, sort records, filter records, and group records.
5. Add fields to tables, add validation rules to fields, change field captions, change field sizes, change field data types, configure fields to auto-increment, set default values, use input masks, and delete fields.
6. Run queries, create crosstab queries, create parameter queries, create action queries, create multi-table queries, save queries, and delete queries.
7. Create new forms, create forms with application parts, save forms, and delete forms.
8. Create new reports, create reports with application parts, and delete reports.

***Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**