

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ITE 150

Credits: 3

Course Title: Database Management Software (Access)

Course Description: Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives.

Prerequisite: ITE 115 or school approval. Lecture 3 hours per week.

General Course Purpose: This course covers the beginning intermediate and advanced concepts of Microsoft Access.

Course Prerequisites/Co-requisites: ITE 115 or school approval

Course Objectives:

Upon completing the course, the student will be able to:

- a. Develop a working vocabulary of the terminology and definitions of databases.
- b. Design, develop, and maintain a database.
- c. Create simple and advanced queries, forms, and reports.
- d. Integrate information with other programs and the web.
- e. Design and develop macros.

Major Topics to be Included:

- a. Creating and Using Database
- b. Creating and Modifying Tables
- c. Creating and Modifying Queries
- d. Creating and Modifying Forms
- e. Viewing and Organizing Data
- f. Defining Relationships
- g. Producing Reports
- h. Integrating with Web Applications

Effective Date of Course Content Summary: October 16, 2008