

**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 tables; 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. Prerequisite: ITE 155 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/Corequisites**

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 and develop, and maintain a database.
- c. Create simple and advanced queries, forms, and reports.
- d. Integrate information with other programs and the web.
- d. 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:** 10/16/2008