

Northwest Arkansas Community College
Business & Computer Information Division

Discipline Code

CISM

Course Number

1403

Course Title

Database Management (ACCESS)

Catalog Description

(S, On Demand) Advanced utilization of ACCESS software to efficiently plan, create, modify and retrieve database information. Topics include the planning and designing of databases, labels, reports, queries, forms and entire database applications. Prerequisite: CISQ 1103.

Prerequisites

CISQ 1103

Credit Hours

3 credit hours

Contact hours

45 lecture/ lab contact hours

Load hours

3 load hours

Semesters Offered

S, On Demand

ACTS Equivalent

N/A

Grade Mode

A-F

Learning Outcomes

Students completing this course will:

- Demonstrate competence of microcomputer concepts using database software.
- Design, create, update, and maintain data files using a structured format.
- Create queries and views
- Analyze problems and evaluate the output.
- Analyze database errors and determine how to resolve them.
- Analyze business needs and create databases and queries to address them.
- Utilize WebCT learning environment.
- Demonstrate the ability to organize and retrieve data for selected solutions.
- Define the database administrator's responsibility to keep private, personal information in databases secure
- Identify implications of FERPA and HIPAA laws for database administration

General Education Outcomes Supported

- Students develop higher order thinking skills
- Students can use computer proficiently

Standard Practices

Topics list

- Maintaining a Database
- Elementary Queries
- Basic Forms and Reports
- More Queries and Custom Forms
- Custom Reports
- Creating web-enabled information for database query wizards and action queries
- Automating with Macros

Learning activities

- Assignments
- Projects
- Case Problems,
- Quizzes
- Capstone Projects,
- Exams

This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

Assessments

- Capstone Projects

Grading guidelines

- A = 90-100
- B = 80-89
- C = 70-79

- D = 60-69
- F = 59 & below