

**NorthWest Arkansas Community College  
Business and Computer Information Course Outline**

***CISM 1403 DATABASE MANAGEMENT – ACCESS (F,S,SUM on demand)***

***Catalog Description***

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.

***Prerequisites***

CISQ 1103 Introduction to Computer Information  
CISM 1303 Operating Systems

***Target Audience***

This course is for students seeking an AAS degree in Computer Information and is also applicable to students seeking self-improvement.

***Credit Hours: 3***

***General Course Objectives***

Knowledge:

- Demonstrate competence of microcomputer concepts using database software.
- Design, create, update, and maintain data files using a structured format.

Critical Thinking:

- Analyze problems and evaluate the output.

Cultural Awareness:

- Appreciate the ability to organize and retrieve data for selected solutions.

***Required Text***

*New Perspectives on Microsoft ACCESS 2003, Comprehensive, 2<sup>nd</sup> Ed.*, Adamski, Hommel, and Finnegan. Publisher: TL/Course Technology: 2005. ISBN 0-619-26811-5.

***Topics Covered***

Maintaining a Database	Office Integration
Elementary Queries	Creating Web-Enabled Information for Database
Basic Forms and Reports	Query Wizards and Action Queries
More Queries and Custom Forms	Automating with Macros
Custom Reports	

***Instructional Activities***

Students will require additional time in the computer lab to complete software projects.

***Resources***

General Student Access Lab