

## Computer Information Department Course Outline

### CISM 1403 DATABASE MANAGEMENT – ACCESS (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 (Windows)

#### ***Credit Hours/Contact Hours/Load Hours***

3/3/3

#### ***Target Audience/Transferability***

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

#### ***Student 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

#### ***Topics***

- 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

#### ***Forms of Assessment***

Homework, quizzes, exams, hands-on assignments, case projects, and a course project  
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