

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 103S INTRODUCTION TO DATABASES
1 CREDIT HOUR

COURSE DESCRIPTION

Using database software students learn the basic concepts related to database management. Database structure, record creation and editing, and the production and printing of reports, and file manipulation are presented. Prerequisite: CIT 100S or satisfactory computer assessment score. Lab fee.

COURSE GOALS

The student will be able to:

1. Identify the importance of database management in today's microcomputer environment.
2. Apply database concepts to business applications using Microsoft Access.
3. Define, create, and edit a database using Microsoft Access.
4. Create useful queries, forms, and reports using the databases they have created.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Defining a database and its uses.
2. Understanding the Microsoft Access menu system.
3. Developing the structure of the database.
4. Entering data.
5. Maintaining a Database.
6. Generating Reports.
7. Creating Queries
8. Creating Forms