

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** ITE 150

**Credits:** 3

**Course Title:** Database Database Software (Access)

**Course Description:** Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; 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. This course