

## Database Management - BU218

---

**Section:** BU218 816252S Online

**Credit Hours:** 3.00

**Course Description:** Relational database skills including creating, using and modifying tables, queries, forms, reports, data access pages and macros; importing, exporting and managing the database; designing, restructuring and/or creating data bases; setting relationships; validating records; analyzing data; creating reports for management.

**Section Notes:** The PC version is required for this course. The Mac version will not work.

**WHEN** Start Date: 01/20/2026 End Date: 05/07/2026

**Days:**

Arranged

Arranged

### INSTRUCTOR

PATTY KOLARIK

### BOOKS

Title: ILLUSTRATED MICROSOFT OFFICE 365 & ACCES 1ST Edition

Author: FRIEDRICHSEN

Required: Yes