

LAST REVIEW:

(2009-2010)

NEXT REVIEW: 2014-2015

(2014-2015)

STATUS: A

(A, I, D)

COURSE TITLE: Microsoft Specialist: Access

COMMON COURSE NUMBER: CTS1431C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **36**

Lab: **16**

Clinic:

Other:

PREREQUISITE(S): CGS1060C or Placement

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This course teaches students advanced skills and design concepts for employing Microsoft Access to quickly retrieve and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Access programming. This course is valuable for anyone wanting to design and implement powerful database applications, including software developers, analysts, webmasters, programmers, and power users. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Access certification exam.

UNIT TITLES

1. Structuring Databases
2. Creating and Formatting Database Elements
3. Entering and Modifying Data
4. Creating and Modifying Queries
5. Presenting and Sharing Data
6. Managing and Maintaining Databases

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Evaluation instruments will include written and/or skills-based examination and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

Common Course Number: CTS1431C

UNITS

Unit 1 Structuring and Using Databases

General Outcome:

1.0 The student shall: be able to structure and use Access databases.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define data needs and types.**
- 1.2 Define and print table relationships.**
- 1.3 Add, set, change, or remove primary keys.**
- 1.4 Split databases.**

Common Course Number: CTS1431C

Unit 2 Creating and Formatting Database Elements

General Outcome:

2.0 The student shall: be able to create and format database elements.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 Create databases

2.2 Create tables

2.3 Modify tables

2.4 Create fields and modify field properties

2.5 Create forms

2.6 Create reports

2.7 Modify the design of reports and forms

Common Course Number: CTS1431C

Unit 3 Entering and Modifying Data

General Outcome:

3.0 The student shall: be able to enter and modify data.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Enter, edit, and delete records.

1.2 Navigate among records.

1.3 Find and replace data

1.4 Attach documents to and detach from records

1.5 Import data.

Common Course Number: CTS1431C

Unit 4 Creating and Modifying Queries

General Outcome:

4.0 The student shall: be able to create and modify queries.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Create queries.

4.2 Modify queries

Common Course Number: CTS1431C

Unit 5 Presenting and Sharing Data

General Outcome:

5.0 The student shall: be able to organize data for presentation and sharing.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Sort data

5.2 Filter data

5.3 Create and modify charts

5.4 Export data

5.5 Save database objects as other file types

5.6 Print database objects.

Common Course Number: CTS1431C

Unit 6 Managing and Maintaining Databases

General Outcome:

6.0 The student shall: be able to manage and maintain a database.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

6.1 Perform routine database operations

6.2 Manage databases