DIVISION: Career and Technical Programs

Course: CSD 1200 - Microsoft Access

Date: October 2009

Credit Hours: 1

Prerequisite(s): None

Delivery Method:
- Lecture 1 Contact Hours
- Seminar 0 Contact Hours
- Lab 0 Contact Hours
- Clinical 0 Contact Hours
- Online
- Blended
- Self Paced

Offered: Fall Spring Summer

IAI Equivalent – Only for Transfer Courses go to http://www.itransfer.org:

CATALOG DESCRIPTION:
Access is Microsoft's database software for the Windows environment. Students will be introduced to tables, queries, forms, and reports.
GENERAL EDUCATION GOALS ADDRESSED
[See the last page of this form for more information.]

Upon completion of the course, the student will be able:
[Choose those goals that apply to this course.]

☐ To apply analytical and problem solving skills to personal, social and professional issues and situations.
☐ To communicate orally and in writing, socially and interpersonally.
☐ To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
☒ To understand and use contemporary technology effectively and to understand its impact on the individual and society.
☐ To work and study effectively both individually and in collaboration with others.
☐ To understand what it means to act ethically and responsibly as an individual in one’s career and as a member of society.
☐ To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
☐ To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:
[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:
Upon completion of this course, the student will be able to:
1. create a database using the Microsoft Access program
2. create and edit a table using the Microsoft Access program.
3. create a basic form and a basic report using the Microsoft Access program
4. create and use queries with the Microsoft Access program
5. use validation rules and indexing in a Microsoft Access database

Outcome 1 – Students will be able to define a database and to create a database using the Microsoft Access program
Competency 1.1 – Students will be able to define a relational database.
Competency 1.2 – Students will be able to define a database management system.
Competency 1.3 – Students will be to identify objects within a Microsoft Access database.

Outcome 2 – Students will be able to create and edit a table using the Microsoft Access program.
Competency 2.1 – Students will be able to create a table structure in an Access database.
Competency 2.2 – Students will be able to add records to an Access table.
Competency 2.3 – Students will be able to edit and delete records in an Access table.
Competency 2.4 – Students will be able to identify field properties in an Access table.
Competency 2.5 – Students will be able to modify the field structure of an Access table.

Outcome 3 – Students will be able to create a basic form and a basic report using the Microsoft Access program
Competency 3.1 – Students will be able to create a form in Access.
Competency 3.2 – Students will be able to add records to a table using a form in Access.
Competency 3.3 – Students will be able to create a report in Access.
Competency 3.4 – Students will be able to print a report in Access.

Outcome 4 – Students will be able to create and use queries with the Microsoft Access program.
Competency 4.1 – Students will be able to use the select query window and run a query in Access.
Competency 4.2 – Students will be able to use wildcards, use comparison operators, and use text data as criteria in Access.
Competency 4.3 – Students will be able to use compound criteria in creating a query in Access.
Competency 4.4 – Students will be able to sort data in a query using single and multiple sort keys.
Competency 4.5 – Students will be able to create calculated fields in the select query window.

Outcome 5 – Students will be able to use validation rules and indexing in a Microsoft Access database.
Competency 5.1 – Students will be able to specify a default value to fields in Access.
Competency 5.2 – Students will be able a required field and a range of values for a field in an Access table.
Competency 5.3 – Students will be able to specify validation text for a field in Access.
Competency 5.4 – Students will be able to specify a certain format for displayed data in an Access table.
Competency 5.5 – Students will be able to define referential integrity, foreign keys, primary keys, and one-to-many relationships.
Competency 5.6 – Students will be able to use indexing as an organization tool in Access.

**COURSE TOPICS AND CONTENT REQUIREMENTS:**
Creating a Database
Creating and editing a table
Creating a form
Creating a report
Create simple queries
Create complex queries
Maintaining a Database using the features in Access
Converting an Excel worksheet to an Access database

INSTRUCTIONAL METHODS:
Lab Assignments
Tutorials

INSTRUCTIONAL MATERIALS:
Computer with Microsoft Access 2007

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:
Students will read chapters and perform hands-on tutorial and end of project lab exercises. Lab exercises and quizzes will serve as formative evaluations. One comprehensive exam will serve as a summative evaluation.

OTHER REFERENCES