ILLINOIS VALLEY COMMUNITY COLLEGE

Course Outline

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:

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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
Textbook - New Perspectives on Microsoft Office Access 2007, Brief, 1e. by Adamski and Finnegan. ISBN 1423905873. Published by Course Technology/Cengage Learning.

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
Microsoft Office Access 2007-Illustrated Brief, 1e. by Friedrichsen. ISBN 1423905172. Published by Course Technology/Cengage Learning.