

Access-Beginning

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Beverly Klein
Development Date	12/4/2000
Revised By	Penny Johnson
Revised Date	1/19/2009
Course Number	10-103-145
Instructional Level	Certificate, One Year Diploma, & Associate Degree
Instructional Area	Computer Software
Division	Agriscience, Engineering, Technology
Department	Business Technology
Potential Hours of Instruction	24
Total Credits	1

Description

Introduction to Access database software. Plan, create, edit, save, print, and manage data; modify a database structure; relate tables; find, filter, query, and sort data in tables; create forms and reports. Working knowledge of Windows presumed.

Target Population

Learners who need to acquire Microsoft Access database processing skills and qualifications for employment purposes, utilize a microcomputer as a database manager, or learn Access for personal use. Particularly appropriate for associate degree, diploma, and certificate individuals as well as those preparing for Core MOUS certification.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation or OnLine Course	24	1

Textbooks

Gary Shelly, Thomas J. Cashman, Philip J. Pratt, Mary Z. Last. *Shelly Cashman Access 2007 - Comprehensive Concepts and Techniques*. Course Technology. 2007. **Source:** MATC bookstore.

Learner Supplies

Storage device (USB, jump drive, etc.). **Manufacturer:** ---. **Quantity:** 12.

Computer: Minimum--500MHz processor or higher, 1.5 GB hard drive, 256MB of RAM or higher. **Manufacturer:** ---.

Microsoft Windows XP with Service Pack (SP) 2 or later operating system. **Manufacturer:** ---.

Internet Explorer 7 (minimum) with internet access. **Manufacturer:** ---.

Microsoft Access 2007. **Manufacturer:** ---.

Prerequisites

Competence in Microsoft Windows (10-103-134) or (10-103-135) or Windows Vista (10-103-124)

Experience sending and receiving email; moderate skills using the net

Exit Learning Outcomes

Core Abilities

- A. Science and Technology
- B. Critical thinking

Competencies

A. Create and use a database

Competence will be demonstrated:

- A.1. through actual performance of the skill
- A.2. in submitted files as specified on the assignment sheet
- A.3. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- A.1. you explore databases and database management systems
- A.2. you start Access
- A.3. you examine the features of the Access window
- A.4. you create a database
- A.5. you create a table and add records
- A.6. you change the table structure
- A.7. you save a table
- A.8. you change the primary key
- A.9. you add records to a table
- A.10. you make change to the data
- A.11. you close a table
- A.12. you quit Access
- A.13. you open a database
- A.14. you preview print the contents of a table
- A.15. you create additional tables
- A.16. you modify the Primary Key and Field Properties
- A.17. you create and use a split form
- A.18. you create and print a report
- A.19. you change database properties
- A.20. you use the Access Help system

B. Query a database

Competence will be demonstrated:

- B.1. through actual performance of the skill
- B.2. in submitted files as specified on the assignment sheet
- B.3. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- B.1. you use the Simply Query Wizard to create a query
- B.2. you create a query in Design View
- B.3. you add fields in the design grid
- B.4. you use text and numeric data in criteria
- B.5. you use a wildcard
- B.6. you create and use parameter queries
- B.7. you save a query and use the saved query

- B.8. you use a comparison operator in the criteria
- B.9. you use compound criteria in queries
- B.10. you sort data in queries
- B.11. you omit duplicates
- B.12. you sort on multiple keys
- B.13. you create a top-values query
- B.14. you join tables in queries
- B.15. you change the join properties
- B.16. you restrict the records in a join
- B.17. you use a calculated field in queries
- B.18. you change a caption
- B.19. you calculate statistics
- B.20. you use criteria in calculating statistics
- B.21. you use grouping in queries
- B.22. you create crosstab queries

C. Maintain a database

Competence will be demonstrated:

- C.1. through actual performance of the skill
- C.2. in submitted files as specified on the assignment sheet
- C.3. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- C.1. you search for records
- C.2. you use a form to add records
- C.3. you search for a record
- C.4. you update the contents of a record
- C.5. you delete a record
- C.6. you update a table design
- C.7. you use filter by selection
- C.8. you use a common filter
- C.9. you filter by form
- C.10. you use advanced filter/sort
- C.11. you use queries to delete records
- C.12. you use queries to update records
- C.13. you specify a required field
- C.14. you specify a range
- C.15. you specify a default value
- C.16. you create and use a Lookup field
- C.17. you specify validation rules, default values, and formats
- C.18. you use a lookup field
- C.19. you use a multivalued lookup field
- C.20. you change gridlines in a datasheet
- C.21. you change colors and fonts in a datasheet
- C.22. you specify referential integrity
- C.23. you use a subdatasheet
- C.24. you use backup and recovery
- C.25. you use compact and repair