Western Technical College

10103103 Introduction to Microsoft Access

Course Outcome Summary

Course Information

Description	Designed to introduce the student to the basic features of Microsoft Access. Specific features include creating database structures; adding editing and deleting records; running queries; and printing database objects. Working knowledge of Windows, basic computer knowledge, and touch keyboarding skills are essential.
Career Cluster	Information Technology
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	18

Textbooks

MindTap for The Shelly Cashman Series Collection, Microsoft Office 365 & Office 2019. 1st Edition. Copyright 2020. Cable, Sandra, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks and Misty E. Vermaat. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-02622-9. Required.

Course Competencies

1.   Use the basics of Microsoft Access.

Criteria

You will know you are successful when:

1.1.   you start and exit Access.
1.2.   you define database software and recognize database terminology.
1.3.   you identify components of the database window.
1.4.   you utilize the Access help function.

Learning Objectives

1.a.   Define database applications
1.b.   Identify and demonstrate the components of the Access user interface
1.c.   Discuss database terminology
1.d.   Explain and demonstrate the Access Help function

2.   Construct table data.

Criteria

You will know you are successful when:

2.1.   you add information to a table.

2.2.   you select and edit table data.
2.3.   you print table data.

Learning Objectives
2.a.   Demonstrate table data manipulation
2.b.   Illustrate Access editing functions

3.   Modify table structure and design.

Criteria

You will know you are successful when:
3.1.   you distinguish between datasheet and design view.
3.2.   you change the table appearance by modifying the table design.

Learning Objectives
3.a.   Explain datasheet and design view formats
3.b.   Discuss data types
3.c.   Discuss and develop data property assignments

4.   Develop forms.

Criteria

You will know you are successful when:
4.1.   you create a simple, columnar form.
4.2.   you print a form.

Learning Objectives
4.a.   Create a simple form
4.b.   Use a simple form
4.c.   Switch between Form View and Datasheet View

5.   Query and filter database records.

Criteria

You will know you are successful when:
5.1.   you identify and apply filters to data.
5.2.   you create and execute queries.
5.3.   you create a calculated field within a query.

Learning Objectives
5.a.   Explain and demonstrate data filtering
5.b.   Discuss query use
5.c.   Convert calculation scenarios to Access syntax
5.d.   Demonstrate query development

6.   Develop reports.

Criteria

You will know you are successful when:
6.1.   you creata reports using Access tools.
6.2.   you modify report design.

Learning Objectives
6.a.   Discuss report types and formats
6.b.   Demonstrate the Report Wizard
6.c.   Identify report controls and control property modification