

COURSE OUTLINE

**Computer Applications & Business Office Technologies 275
Microsoft Office Specialist (MOS):
Microsoft Access I**

I. Catalog Statement

Computer Applications Business Office Technologies 275 provides students with instruction in beginning features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Access. Some of the topics for this course consist of: creating a database using design and datasheet views; querying a database; maintaining a database; and creating reports and forms.

Units – 3.0 (8 weeks)
Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 200 and 208, or equivalent. (CABOT 208 and 208 may be taken concurrently.)

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. plan and design databases;
2. work with Access;
3. build and modify tables;
4. build and modify forms;
5. view and organize information;
6. define relationships;
7. assess his/her readiness to take the core certification test.

IV. Course Content

Total Contact Hours = 48

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|---|---------|
| A. Planning and designing databases | 6 hours |
| 1. Determining appropriate data inputs for your database | |
| 2. Determining appropriate data outputs for your database | |
| 3. Creating table structure | |
| 4. Establishing table relationships | |

- B. Working with Access 6 hours
 - 1. Using Help
 - 2. Selecting an object using the Objects Bar
 - 3. Printing database objects (tables, forms, reports, queries)
 - 4. Navigating through records in a table, query, or form
 - 5. Creating a database (using a Wizard or in Design View)
- C. Building and modifying tables 6 hours
 - 1. Creating tables by using the Table Wizard
 - 2. Setting primary keys
 - 3. Modifying field properties
 - 4. Using multiple data types
 - 5. Modifying tables using Design View
- D. Building and modifying forms 8 hours
 - 1. Creating a form with the Form Wizard
 - 2. Using the Control Toolbox to add controls
 - 3. Modifying Format Properties (font, style, font size, color, caption, etc.) of controls
 - 4. Using form sections (headers, footers, detail)
 - 5. Using a Calculated Control on a datasheet and report
- E. Viewing and organizing information 6 hours
 - 1. Switching between object Views
 - 2. Entering records using a datasheet
 - 3. Entering records using a form
 - 4. Deleting records from a table
 - 5. Finding a record
 - 6. Sorting records
 - 7. Applying and removing filters (filter by form and filter by selection)
 - 8. Specifying criteria in a query
 - 9. Displaying related records in a sub datasheet
 - 10. Creating a calculated field
 - 11. Creating and modifying a multi-table select query
- F. Defining relationships 2 hours
 - 1. Defining and establishing relationships
 - 2. Enforcing referential integrity
- G. Producing reports 8 hours
 - 1. Creating a report with the Report Wizard
 - 2. Previewing and printing a report
 - 3. Moving and resizing a control
 - 4. Modifying format properties (font, style, font size, color, caption, etc.)
 - 5. Using report sections (headers, footers, detail)
- H. Integrating with other applications 3 hours
 - 1. Importing data to a new table
 - 2. Saving a table, query, form as a Web page
- I. Using Access tools 3 hours
 - 1. Printing database relationships

2. Backing up and restoring a database

V. Methods of Presentation

The following instructional methodologies may be used in the course:

1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

VI. Assignments and Methods of Evaluation

1. In-class case problems that incorporate critical thinking and problem solving with computer skills proficiency.
2. Lab assignments used to reinforce case problems.
3. Online tutorials/trainings.
4. Final examination.

VII. Textbooks

Shelly, G., Pratt, P., Last, M. Microsoft Access 2010 Comprehensive.
Boston, MA: Course Technology, Cengage Learning 2012.
11th Grade Textbook Reading Level. ISBN: 1-4390-7902-1

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

1. plan, design, create, and print databases and the underlying tables, queries, forms, and reports;
2. create and modify the structure of database tables;
3. create and modify queries to view and extract data from tables by specifying criteria;
4. printing database objects;
5. create forms and reports using layout view or a wizard; use control tools to design a form/report.