

# Inver Hills Community College

## **BUS 1174: Introduction to Microsoft Access**

### **A. COURSE DESCRIPTION**

Credits: 1

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduces how to create and maintain a database using Access. Topics include relational database concepts, building and customizing tables, creating queries, and constructing basic forms and reports.

**B. COURSE EFFECTIVE DATES:** 01/09/2017 - Present

### **C. OUTLINE OF MAJOR CONTENT AREAS**

1. Basic concepts of database management (10%)
2. Creating and formatting tables, forms, and reports (20%)
3. Entering and modifying data (20%)
4. Creating and modifying queries (20%)
5. Presenting and sharing data (20%)
6. Managing and maintaining database (10%)

#### **D. LEARNING OUTCOMES (General)**

1. Define data needs and types
2. Define and print table relationships
3. Add, set, change, or remove primary keys
4. Split databases
5. Create databases
6. Create tables
7. Modify tables
8. Create fields and modify field properties
9. Create forms
10. Create reports
11. Modify the design of reports and forms
12. Enter, edit, and delete records
13. Navigate among records
14. Find and replace data
15. Attach documents to and detach from records
16. Import data
17. Create queries
18. Modify queries
19. Sort data
20. Filter data
21. Create and modify charts
22. Export data
23. Save database objects as other file types
24. Print database objects
25. Perform routine database operations
26. Manage Databases

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted