

# Inver Hills Community College

## **BUS 1175: Intermediate Microsoft Access**

### **A. COURSE DESCRIPTION**

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Covers advanced form and report construction using Microsoft Access. Students will learn to use form tools to create custom forms, design reports; and maintain a database using advanced queries. Student will also perform basic data analysis using PivotTables.

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

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

1. Advanced queries (20%)
2. Creating custom forms (20%)
3. Creating custom forms (20%)
4. Enhancing tables (20%)
5. Action queries and table relationship (20%)

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

1. Use the Like, In, Not, and & operators in queries
2. Filter data using an AutoFilter
3. Use the If function to assign a conditional value to a calculated field in a query
4. Create a parameter query
5. Use query wizards to create a crosstab query, a find duplicates query, and a find unmatched query
6. Create a top values query
7. Modify table designs using lookup fields, input masks, and data validation rules
8. Create datasheets, multiple items, and split forms
9. Modify a form and anchor form controls in Layout view
10. Plan, design, and create a custom form in Design view and in Layout view
11. Select, move, align, resize, delete, and rename controls in a form
12. Add calculated controls to a form and a subform
13. View, filter, and copy report information in Report view
14. Modify a report in Layout view
15. Modify a report in Design view
16. Design and create a custom report
17. Add, move, resize, and align controls in a report
18. Add lines to a report
19. Import a CSV file as an Access table
20. Use the Table Analyzer
21. Import and export XML files
22. Create and modify PivotTables and PivotCharts
23. Link data from an Excel workbook

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

None

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

As noted on course syllabus

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

None noted