A. COURSE DESCRIPTION

Credits: 2  
Lecture Hours/Week: 2  
Lab Hours/Week: 0  
OJT Hours/Week: *.*  
Prerequisites: None  
Corequisites: None  
MnTC Goals: None

This course is an in-depth study of Microsoft Access that covers creating and maintaining a database along with creating simple tables, queries, reports and forms. More advanced techniques for creating complex queries and customized reports and forms will also be covered. (Prerequisites: None) (2 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/17/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Database design concepts  
2. Microsoft Access

D. LEARNING OUTCOMES (General)

1. Describe correct database design concepts.  
2. Create and revise a database table.  
3. Create and alter the structure of the table.  
4. Construct various forms, subforms and reports.  
5. Design a custom forma and report.  
6. Enter and revise table data and create table relationships.  
7. Create simple and advanced queries using different criteria and filters.  
8. Exhibit independent work habits and interpersonal skills.  
9. Demonstrate professionalism in all course e-mail, discussion board, and classroom communications.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted