

North Central **Michigan College**

NCMC MASTER COURSE SYLLABUS

Last Date Revised 2/23/2009

DIVISION/AREA: Occupational

DEPARTMENT: CAP

ASSOCIATE DEAN: Robert Marsh

ORIGINATOR: Chris Anderson

DEAN OF INSTRUCTION: Timothy Dykstra

HOURS OF INSTRUCTION: 3

Credit hours: 3

Lecture: 3

Lab: 0

Clinical: 0

Contact hours: 52.8

COURSE TITLE: MS Access

COURSE ALPHA: CAP

COURSE NUMBER: 130

CATALOG DESCRIPTION:

A detailed look at Access, Microsoft's database program for the Windows environment. Students will create reports and forms. Sample topics include integrating Excel data, utilizing sub-forms, multi-table forms, macros and basic SQL. Advising note: Students must be able to use the Windows environment, keyboard and a mouse prior to taking this course. This can be accomplished by enrolling in CAP 100.

PREREQUISITE(S):

COREQUISITE(S):

GENERAL EDUCATION DISTRIBUTION AREA: None
(example: Social Science Group B)

GENERAL EDUCATION/PROGRAM OUTCOMES:

Think critically

COURSE OBJECTIVES AND OUTCOMES:

Upon a successful completion of this course a student will be able to:

- Work effectively with the table structure of Access
- Create secure databases
- Design basic entry forms, including sub-forms
- Generate customized reports

- Write effective queries
- Transfer data between Access and other applications

METHODS OF INSTRUCTION: Lecture, in-class lab exercises, take home projects

METHODS OF EVALUATION: Projects, in-class assignments, quizzes, exams

REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:

TEXTS: TBD

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: 231/348-6817.

SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

(List general content description of what is being covered each week)

WEEK 1	Exploring Access, forms, queries
WEEK 2	Access objects
WEEK 3	Creating a database Template, manually
WEEK 4	Populating a database Manually Importing data
WEEK 5	Sharing Information Exporting data to other databases Exporting to other applications
WEEK 6	Entry forms Creating, rearranging
WEEK 7	Forms and subforms Autoforms
WEEK 8	Locating Information Sorting and filtering Queries- manual and Wizards
WEEK 9	Locating Information Operators and expressions
WEEK 10	Information Accuracy Data restriction and validation Look ups
WEEK 11	Datasheet view Navigating Creating and saving data
WEEK 12	Reports Creating, manual and Wizards Modifying reports
WEEK 13	Reports Modifying reports Sub-reports
WEEK 14	Usability Issues Switchboard, custom categories
WEEK 15	Security Passwords Encrypting
WEEK 16	Information Accuracy Data restriction and validation Look ups

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON 3/04/09