



Lakeshore Technical College

10-103-101 Access - Level 1

Course Outcome Summary

Course Information

Alternate Title	Utilize database terminology and concepts while demonstrating how to create and manipulate tables, how to create and query data, and how to create functional forms and reports.
Description	...introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports.
Total Credits	1
Total Hours	36

Types of Instruction

Instruction Type	Credits/Hours
CBE	1/36

Textbooks

New Perspectives Microsoft® Office 365 & Access 2016: Comprehensive, 1st Edition

Mark Shellman | Sasha Vodnik

ISBN-13: 9781305880139

© 2017 | Published

Cengage Unlimited, 1 (4 months)

ISBN: 9780357700006

Author: Cengage

Publisher: Cengage Unlimited

OR

Cengage Unlimited, Multi-term (12 months)

ISBN: 9780357700013

Author: Cengage

Publisher: Cengage Unlimited

Learner Supplies

Access to a computer with internet connectivity

Access 2016

USB Jump Drive (Optional)

Institutional Learning Outcomes

1. ILO: Demonstrates critical thinking

Criteria

- 1.1. Define problems clearly.
- 1.2. Apply appropriate methods to solve problems.

Program Outcomes

1. Apply technology skills to business and administrative tasks

Criteria

- 1.1. you select appropriate technology
- 1.2. you apply technology to accomplish tasks
- 1.3. you integrate multiple resources when appropriate
- 1.4. you troubleshoot and solve problems in technology and systems

Course Competencies

1. Create a database table

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

- 1.1. Project

Criteria

Your performance will be successful when:

- 1.1. you create a new database
- 1.2. you create a table in datasheet view
- 1.3. you create a primary key
- 1.4. you change the data type of a field
- 1.5. you add fields and records to a table
- 1.6. you update database records
- 1.7. you save a database table

Learning Objectives

- 1.a. Create a new database
- 1.b. Create a table in datasheet view
- 1.c. Create a primary key
- 1.d. Change the data type of a field
- 1.e. Add fields to a table
- 1.f. Add records to a new table
- 1.g. Update database records
- 1.h. Save a database table

2. Create database objects

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

2.1. Project

Criteria

Your performance will be successful when:

- 2.1. you create a table in design view
- 2.2. you copy records from another Access database
- 2.3. you create a simple form using the Form tool
- 2.4. you create a simple query using the Query Wizard
- 2.5. you create a simple report using the Report tool
- 2.6. you compact and repair a database
- 2.7. you create a backup copy of a database

Learning Objectives

- 2.a. Create a table in design view
- 2.b. Copy records from another Access database
- 2.c. Navigate in a datasheet
- 2.d. Create a simple query
- 2.e. Create a simple form
- 2.f. Create a simple report
- 2.g. Manage a database

3. Modify table settings and relationships

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

3.1. Project

Criteria

Your performance will be successful when:

- 3.1. you set the properties for table fields
- 3.2. you add and move fields in a table
- 3.3. you import data from Excel
- 3.4. you import an existing table structure
- 3.5. you add fields using the Data Type Gallery
- 3.6. you import data from a text file
- 3.7. you create a one to many relationship between tables
- 3.8. you apply referential integrity to a relationship
- 3.9. you apply cascade update properties to a relationship

Learning Objectives

- 3.a. Set the caption property for fields
- 3.b. Modify other field properties in a table
- 3.c. Add and move fields in a table
- 3.d. Import data from an Excel worksheet
- 3.e. Import an existing table structure
- 3.f. Add fields to a table using the Data Type Gallery
- 3.g. Set the default value for a field
- 3.h. Import data from a text file
- 3.i. Create a one to many relationship between tables
- 3.j. Apply referential integrity and cascade update properties to a relationship

4. Create a database query

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

4.1. Project

Criteria

Your performance will be successful when:

- 4.1. you create and run a query
- 4.2. you update data using a query
- 4.3. you create a multitable query
- 4.4. you sort data in a query
- 4.5. you filter data in a query
- 4.6. you create criteria in a query
- 4.7. you create multiple criteria in a query
- 4.8. you create a calculated field in a query
- 4.9. you create an aggregate function in a query

Learning Objectives

- 4.a. Create and run a query
- 4.b. Update data using a query
- 4.c. Create a multitable query
- 4.d. Sort data in a query
- 4.e. Filter data in a query
- 4.f. Create criteria in a query
- 4.g. Create multiple criteria in a query
- 4.h. Create a calculated field in a query
- 4.i. Create an aggregate function in a query

5. Create a database form

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

- 5.1. Project

Criteria

Your performance will be successful when:

- 5.1. you create a form using the Form Wizard
- 5.2. you modify a form's design
- 5.3. you navigate in a form
- 5.4. you find data using a form
- 5.5. you maintain table data using a form
- 5.6. you preview and print selected form records
- 5.7. you create a form with a main form and a subform

Learning Objectives

- 5.a. Create a form using the Form Wizard
- 5.b. Modify a form's design
- 5.c. Navigate in a form
- 5.d. Find data using a form
- 5.e. Maintain table data using a form
- 5.f. Preview and print selected form records
- 5.g. Create a form with a main form and a subform

6. Create a database report

Linked Institutional Learning Outcomes

ILO: Demonstrates critical thinking

Assessment Strategies

- 6.1. Project

Criteria

Your performance will be successful when:

- 6.1. you create a report using the Report Wizard

- 6.2. you modify a report's design
- 6.3. you apply conditional formatting in a report

Learning Objectives

- 6.a. Create a report using the Report Wizard
- 6.b. Modify a report's design
- 6.c. Apply conditional formatting in a report