

EASTERN ARIZONA COLLEGE

Beginning Microsoft Access

Course Design
2014-2015

Course Information

Division Business
Course Number CMP 110AA
Title Beginning Microsoft Access
Credits 0.5 - 1
Developed by Janice Lawhorn, PhD/Revised by Andy Shaver
Lecture/Lab Ratio 0.5 Lecture = .5 Lecture/0 Lab
1 Lecture = 1 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit	Non Transferable

Activity Course No
CIP Code 11.0100
Assessment Mode Pre/Post Test (20 Questions/20 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No

Prerequisites

None

Educational Value

This course is designed for those students interested in learning about database management.

Description

Students will become familiar with beginning level functions of Microsoft Access, a database software package.

Supplies

None

Competencies and Performance Standards

1. Develop an understanding of the concept of the relational database

Learning objectives

What you will learn as you master the competency:

- a. Learn the concepts of the relational database
- b. Explore the different basic database objects including tables, filters, forms, queries, and reports

Performance Standards

Competence will be demonstrated:

- o In a pre-post test.

Criteria - Performance will be satisfactory when:

- o learner understands the applications for relational database
- o learner explores the different basic database objects including tables, filters, forms, queries, and reports

2. Create database tables.

Learning objectives

What you will learn as you master the competency:

- a. Create tables in design view or by using a wizard.

Performance Standards

Competence will be demonstrated:

- o by answering questions in a Pre/Post Test.
- o in class exercises and by the completion of a final project.

Criteria - Performance will be satisfactory when:

- o learner creates tables in design view or by the use of a wizard

3. Sort and refine the display of database information

Learning objectives

What you will learn as you master the competency:

- a. Sort records in a table.
- b. Use a form to sort record availability.

Performance Standards

Competence will be demonstrated:

- o in-class exercises and by the completion of a final project
- o in-class exercises and by the completion of a final project

Criteria - Performance will be satisfactory when:

- o learner can sort a data in a table in datasheet view or with the use of a form.
- o learner can change description, data type, and field properties of a field

4. Create queries and filters to isolate needed information

Learning objectives

What you will learn as you master the competency:

- a. Create informational filters to temporarily display required information.
- b. Create queries for more permanent display of required information from one or more tables.

Performance Standards

Competence will be demonstrated:

- o in-class exercises and by the completion of a final project
- o in-class exercises and by the completion of a final project.

Criteria - Performance will be satisfactory when:

- o learner filters data to temporarily view desired records from a table
- o learner creates queries to isolate desired information.

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

Final grade is based on the Post Test and final project

Grading Scale

A 90 – 100%

B 80 – 89%

C 70 – 79%

D 60 – 69%

This class is appropriate for Pass/Fail.

Pass: Grade 70% or higher

Fail: Less than 70%