

# EASTERN ARIZONA COLLEGE

## Intermediate Microsoft Access

Course Design  
2019-2020

### Course Information

**Division** Business  
**Course Number** CMP 110AB  
**Title** Intermediate Microsoft Access  
**Credits** 0.5 - 1  
**Developed by** Janice Lawhorn, Ph.D./Revised by Andy Shaver  
**Lecture/Lab Ratio** 0.5 Credit = 0.5 Lecture/0 Lab  
1 Credit = 1 Lecture/0 Lab

### Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit	Non Transferable

**Activity Course** No  
**CIP Code** 11.0100  
**Assessment Mode** Final Exam (25 Questions/25 Points)  
**Semester Taught** Upon Request  
**GE Category** None  
**Separate Lab** No  
**Awareness Course** No  
**Intensive Writing Course** No  
**Diversity and Inclusion 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 intermediate level functions of Microsoft Access, a database software package.

### Supplies

None

## **Competencies and Performance Standards**

### **1. Share data with other applications.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Import information from other applications including Excel, Access and other databases, HTML and XML files.
- b. Import information from fixed-width and delimited files.

#### **Performance Standards**

*Competence will be demonstrated:*

- o by satisfactory completion of assigned exercises

*Criteria - Performance will be satisfactory when:*

- o learner is able to import information from a variety of other sources

### **2. Facilitate data entry with forms.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Create, refine, and enlist forms to update Access tables.
- b. Add controls to a form
- c. Add a subform to a form.

#### **Performance Standards**

*Competence will be demonstrated:*

- o in completion of assigned activities

*Criteria - Performance will be satisfactory when:*

- o learner creates and refines Access forms using wizards, autoform
- o learner adds controls to a form
- o learner adds a subform to a form

### **3. Keep information accurate.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Protect the accuracy of data by using various Access tools including field properties, data types, input masks, and validation rules.

#### **Performance Standards**

*Competence will be demonstrated:*

- o in completion of assigned activities

*Criteria - Performance will be satisfactory when:*

- o learner uses various data integrity tools including field properties, datatypes, input masks, validation rules, and lookup lists

## **Types of Instruction**

Classroom Presentation

Classroom Application

**Grading Information**

**Grading Rationale**

Final grade is based on the Final Exam and a 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%