

EASTERN ARIZONA COLLEGE

Advanced Microsoft Access

Course Design
2012-2013

Course Information

Division Business
Course Number CMP 110AC
Title Advanced Microsoft Access
Credits 0.5
Developed by Janice Lawhorn, PhD/Revised by Andy Shaver
Lecture/Lab Ratio 0.5 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 (25 Questions/25 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 advanced level functions of Microsoft Access, a database software package.

Supplies

None

Competencies and Performance Standards

1. Create and modify reports.

Learning objectives

What you will learn as you master the competency:

- a. Create a report using a wizard and from scratch.
- b. Modify reports in design view.
- c. Add a sub report to a report.

Performance Standards

Competence will be demonstrated:

- by completion of classroom exercises
- by completion of related Pre/Post Test questions.

Criteria - Performance will be satisfactory when:

- learner creates a report using a wizard and from scratch.
- learner modifies reports in design view.
- learner adds a sub report to a report.

2. Establish accessibility to the database.

Learning objectives

What you will learn as you master the competency:

- a. Create accessibility options including switchboard forms and splash screens.
- b. Set startup options.

Performance Standards

Competence will be demonstrated:

- in class activities.
- completion of related questions on the Pre/Post Test.

Criteria - Performance will be satisfactory when:

- learner creates switchboards and splash screens
- learner sets startup options

3. Protect database information with appropriate security measures.

Learning objectives

What you will learn as you master the competency:

- a. Confirm authorization to database by the use of passwords and encryption.

Performance Standards

Competence will be demonstrated:

- in class activities.

Criteria - Performance will be satisfactory when:

- learner can assign passwords and enlist data encryption.

4. Create and use data access pages.

Learning objectives

What you will learn as you master the competency:

- a. Build static and dynamic data access pages.
- b. Use data access pages to update database information.

Performance Standards

Competence will be demonstrated:

- classroom activities.
- completion of related questions on Pre/Post Test.

Criteria - Performance will be satisfactory when:

- learner creates static and dynamic data access pages.
- learner uses data access pages to update database 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%