

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**INTERMEDIATE DATABASE/FILE AMANGEMENT
(Access Intermediate)**

(9 hours)

ITSW 1055

COURSE SYLLABUS

Course Description: Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Topics include modifying tables, using database wizards, creating action queries, working with subforms and subreports. Prerequisites: Access Introduction or equivalent experience.

Objectives: Every student will be able to:

- Create table relationships
- Work with related tables
- Create and use subforms
- Maintain data integrity
- Use advanced form features
- Use advanced report features
- Create calculated queries
- Create crosstab and parameter queries
- Create action queries
- Work with charts

Rationale: MS Access is one of the most popular database programs used in the business community. This course will enable students to enhance their database skills and create professionally looking document.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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Course Outline:

- I. Normalizing Data and Establishing Relationships (1 hour)
 - A. Setting a Primary Key
 - B. Determining relationships between tables
 - C. Establishing table relationships
 - D. Editing relationships
 - E. Enforcing referential integrity
 - F. Working with cascading deletes and updates
 - G. Printing relationships
 - H. Working with indexes
 - I. Working with Data Types

- II. Action queries (1 hour)
 - A. Creating update queries
 - B. Creating make-table queries
 - C. Creating append queries
 - D. Creating delete queries

- III. Crosstab and parameters queries (1 hour)
 - A. Creating crosstab queries in design view
 - B. Creating crosstab queries using the wizard
 - C. Using parameter queries
 - D. Specifying order of parameters

- IV. Creating calculated columns in queries (1 hour)
 - A. Creating calculated fields
 - B. Joining tables in queries
 - C. Using totals in queries
 - D. Performing custom calculations
 - E. Displaying special records

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- V. Designing Forms and Subforms (1 hour)
 - A. Creating data entry forms
 - B. Working with subforms
 - C. Creating a pop-up form
 - D. Working with switchboards

- VI. Designing Reports (1 hour)
 - A. Working with standard reports
 - B. Working with pop-up reports
 - C. Working with subreports
 - D. Working with reports snapshots
 - E. Developing data access pages

- VII. Working with Pivot Tables and Pivot Charts (1 hour)
 - A. Creating pivot tables and pivot charts
 - B. Creating pivot tables forms
 - C. Creating pivot charts forms

- VIII. Importing and Exporting (1 hour)
 - A. Linking to external data source
 - B. Importing data into Access
 - C. Exporting data form Access

- IX. Building Expressions (1 hour)
 - A. Using the expression builder
 - B. Using built-in functions

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Student Assessment Checklist:

At the completion of the course each student will be able to:

1. Create table relationships
2. Work with related tables
3. Create and use subforms
4. Maintain data integrity
5. Use advanced form features
6. Use advanced report features
7. Create calculated queries
8. Create crosstab and parameter queries
9. Create action queries
10. Work with charts