

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**INTRODUCTION TO DATABASE/FILE MANAGEMENT
(Access Introduction)**

(9 hours)

ITSW 1053

COURSE SYLLABUS

Course Description: Learn how to design and complete a working database system using this popular software. Instruction in program parameters, data dictionary, optional field characteristics, calculations, constant default values, designing data entry forms, database organization, and report generation. Topics include creating tables, forms, queries and reports. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

Objectives: Every student will be able to:

- Start MS Access application
- Identify parts of the screen
- Open and close a database
- Identify database objects
- Describe steps involved in designing a database
- Create a new database
- Create tables in design view
- Create tables using a wizard
- Navigate in a table
- Modify table design
- Find information in tables using filters
- Create and modify select queries
- Create and use forms
- Create and modify reports

Rationale: MS Access is one of the most popular database programs used in the business community. This course will enable students to efficiently use this application.

Required Material: None

Type of Course: Short Course

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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.

Course Outline:

- I. Starting MS Access (1 hour)
 - A. Opening and closing MS Access
 - B. Identifying parts of the screen
 - C. Identifying menus, toolbars, ruler, status bar
 - D. Using minimize, restore, maximize and close buttons
 - E. Microsoft Office Assistant
 - F. Creating a new database file

- II. Opening and closing a database (1 hour)
 - A. Opening an existing database
 - B. Finding databases
 - C. Identifying database objects
 - D. Examining tables
 - E. Examining forms
 - F. Examining queries
 - G. Examining reports

- III. Access 2002 Interface (1/2 hour)
 - A. Access Workspace
 - B. Using Menu bar, database toolbar, Task pane
 - C. Using the Office Assistant
 - D. Customizing the toolbars

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- IV. The Database Toolbar (1/2 hour)
 - A. Using New, Open, Save buttons
 - B. Using the Office Links button
 - C. Using the Analyze button
 - D. Using the Relationship button

- V. The Task Pane (1/2 hour)
 - A. Opening the New File task pane
 - B. Using different options of the New File task pane (Blank Database, Data Access Page, Project, Template)
 - C. Clipboard task pane
 - D. Using the Search Task pane
 - E. Using a table wizard
 - F. Modifying a table

- VI. The database Window (1/2 hour)
 - A. The Database Menu Bar
 - B. The Database Window Toolbar

- VII. Creating tables (1 hour)
 - A. Creating tables in design view
 - B. Determining field names
 - C. Setting field properties
 - D. Assigning a primary key
 - E. Using a table wizard
 - F. Modifying a table

- VIII. Using tables (1 hour)
 - A. Navigating in a table
 - B. Adding records to a table
 - C. Editing records
 - D. Deleting records
 - E. Finding records
 - F. Sorting records

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- IX. Queries (1 hour)
 - A. Creating select queries
 - B. Sorting results
 - C. Hiding fields
 - D. Applying filters
 - E. Adding and deleting fields
 - F. Specifying criteria

- X. Forms (1 hour)
 - A. Creating forms using AutoForm
 - B. Creating forms using wizard
 - C. Adding and deleting controls
 - D. Aligning controls
 - E. Changing controls properties
 - F. Creating forms in design view
 - G. Adding records using forms

- XI. Reports (1 hour)
 - A. Creating reports using AutoReport
 - B. Creating report using wizard
 - C. Working with report sections
 - D. Creating report in design view
 - E. Modifying controls
 - F. Printing reports

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Student Assessment Checklist:

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

1. Start MS Access application
2. Identify parts of the screen
3. Open and close a database
4. Identify database objects
5. Describe steps involved in designing a database
6. Create a new database
7. Create tables in design view
8. Create tables using a wizard
9. Navigate in a table
10. Modify table design
11. Find information in tables using filters
12. Create and modify select queries
13. Create and use forms
14. Create and modify reports