

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

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

(8 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:

- Discuss database concepts
- 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
- Work with field properties, validations, input masks
- Find information in tables using filters
- Create, delete, and modify relationships
- Create and use forms
- Create and use queries
- Create and modify reports
- Print database objects

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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

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. ACCESS 2007 DATABASE CONCEPTS

1. What is a database?
2. What is a relational database?
3. What is a table?
4. What is a record (row)?
5. What is a field (column)?
6. What is data?
7. Data types

II. A FIRST LOOK AT ACCESS 2007

1. Opening Access 2007
2. Exploring the Access 2007 window
3. The Ribbon (Toolbar)
4. Ribbon tabs
5. Groups & Dialog Box Launcher
6. Navigating - Quick keys (shortcut keys)
7. Navigating – Pointer keys & quick keys
8. Navigating – Mouse wheel
9. Contextual tabs
10. Minimizing the Ribbon

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11. Quick Access Toolbar
12. The Office Button
13. Microsoft Access Help

III. OPENING A DATABASE & SECURITY ISSUES

1. Opening a database
2. Security warnings
3. Trusted Locations - Trust Centre
4. Setting the default folder location within Access

IV. CREATING A DATABASE & USING VIEWS

1. Creating a new database
2. Creating a new blank database
3. Saving a table
4. Adding and renaming fields
5. Using Datasheet View
6. Using Design View
7. Changing the view

V. TABLE MODIFICATION AND NAVIGATION

1. Adding Fields - Design View
2. Data Type - Overview
3. Data Type - Descriptions
4. Using the Attachment data type
5. Adjusting column width
6. Moving a column to rearrange the column order
7. Adding records to a table
8. Navigating through records within a table
9. Closing a database
10. Navigation Pane

VI. FIELD PROPERTIES, VALIDATION & INPUT MASKS

1. Field Properties
2. Input Mask
3. Validation Rules

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4. Field Properties - Guides Tables

VII. MANIPULATING RECORDS & TABLES

1. Closing an Object - Table
2. Renaming an Object - Table
3. Editing data within a record
4. Deleting data within a record
5. Using the Undo command
6. Deleting a single record
7. Deleting multiple records
8. Save As – Database Object
9. Deleting a table

VIII. PRIMARY KEYS AND INDEXING

1. Defining a Primary Key
2. Indexing
3. Creating a single-field Index
4. Creating a multiple-field Index
5. Deleting multi-field indexes
6. **FILTERING & SORTING**
7. Text Filters
8. Applying a single filter
9. Clearing a single filter
10. Creating multiple filters
11. Clearing multiple filters
12. Sorting

IX. RELATIONSHIPS

1. Table relationships
2. One-to-many relationship
3. Many-to-many relationship
4. One-to-one relationships
5. Creating relationships between tables
6. Referential integrity
7. Cascade options

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8. Cascade update related fields
9. Cascade delete related records
10. Enabling cascade options
11. Deleting relationships

X. ACCESS 2007 FORMS

1. Forms overview
2. Creating forms
3. Modifying forms
4. Modifying a form title
5. Modifying a form logo
6. Modifying a form label
7. Saving a form
8. Form View
9. Adding and formatting attachments
10. Modifying records
11. Deleting records
12. Adding records
13. Closing forms
14. Opening forms
15. Deleting a form

XI. ACCESS 2007 QUERIES

1. What are queries?
2. Creating a simple query
3. Adding criteria to a query
4. Running a query
5. Editing criteria in a query
6. Saving a query
7. Creating a two table query and sorting the results
8. Deleting a query

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XII. ACCESS 2007 REPORTS

1. What are reports?
2. Creating a simple report
3. Using the Report Wizard
4. Modifying the layout of a report
5. Widening a report column
6. Modifying the report title
7. Adding logos to a report
8. Autoformatting a report
9. Modifying field names within a report
10. Inserting and formatting the date & time
11. Adding available fields to a report
12. Resizing reports for printing
13. Closing a report
14. Deleting a report

XIII. ACCESS 2007 PRINTING ISSUES

1. Considerations before printing
2. Print previewing
3. Which orientation, portrait or landscape?
4. Adjusting layout in Print Preview
5. Setting margins
6. Printing a complete table
7. Printing selected records
8. Printing a query or reports
9. Printing forms