

Dakota County Technical College

ADTC 1140: MS Access I

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 1

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers applications of Microsoft Access for Windows software using IBM-networked computers. Students will learn to use a relational database management system, table and form creation/maintenance, record locate/query/sort, report generation, and simple macros.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. apply and practice all skills creating practical, real-world databases
2. creating a database with tables, simple forms, simple queries and simple reports
3. creating advanced queries and enhancing table design
4. creating forms, subforms and reports
5. creating tables by importing from other databases
6. establishing table relationships
7. maintaining and querying a database
8. modifying field properties
9. populating tables with imported files
10. using form tools and creating custom forms

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted