

Course discipline/number/title: AOP 2370: Advanced Microsoft Access

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): AOP 1370
4. MnTC Goals (if any): NA

This course focuses on the advanced features of Microsoft Access. Students will create multiple tables, advanced queries, forms, and reports. Students will analyze database performance and table structures. Utilizing Microsoft Access in data analysis will be covered.

B. DATE LAST REVISED (Month, year): February, 2018

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Table design
2. Calculations within table, query, and reports
3. Data validity
4. Required fields
5. Input masks
6. Advanced queries
7. Custom forms and reports
8. Relationships
9. SQL Language
10. Database security

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Create calculated fields table, queries, and reports.
2. Create and modify required and default field properties, lookup fields, and input masks.
3. Utilize the Form Tool and identify form controls.
4. Identify proper query type to produce needed results.
5. Create a form in Design View, adding action buttons and controls.
6. Identify and create appropriate relationships.
7. Integrate Access with other applications and programs.
8. Analyze database performance.
9. Create queries using basic SQL commands
10. Explain importance and tools for database security.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Methods may include but are not limited to:

1. Examinations
2. Assignments
3. Projects

G. RCTC CORE OUTCOME(S) ADDRESSED:

Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

H. SPECIAL INFORMATION (if any): None