



Course Name: ACCESS

Module CO-10: Computerized Office Administration Diploma

Course Description:

Access is Microsoft's powerful database tool. Using Access you will learn to store, retrieve, and report on information. You will be able to sort, make queries, create reports, and understand all the functions of a database. Ready for an entry level job.

Course Length: 48 hours

Text Book

Learning Microsoft Office XP by Suzanne Weixel, Jennifer Fulton, Faithe Wempen, Sue Plumley DDC Publishing, New York ISBN 1-58577-135-X

Method of Evaluation

- Participation and Attendance 20%
- Practical Exercises 20%
- Exam 60%
- You must achieve 65% on the final exam

Course Objectives: Knowledge

The graduate will have a good understanding of databases and database functions, especially ACCESS

1. Understand the use of databases for business research and predictions
2. Understand the use of different functions in ACCESS
3. Understand how to create a database, form, reports, and queries

Course Objectives: Skills

The graduate will be able to use all the features and functions of ACCESS

1. Using an ERD and Data dictionary, design tables using the right datatypes and assign the primary key
2. Relate tables and choose the proper specifications for the relationships
3. Create and modify Queries in query design view
4. Create and modify forms and reports

Curriculum Outline

Week 1 3 Hours	What is a database Starting ACCESS
Week 2 12 hours	Plan a database Using Wizards Practicum: Create a Database in ACCESS using Wizards Creating tables, fields and working with columns Special Functions Practicum: Creating tables and fields
Week 3 15 hours	Formatting and forms More formatting Find and replace data Practicum: Formatting your database for best results Sorting and filters Creating and using Queries Practicum: Creating Queries
Week 4 15 hours	Report layouts Practicum: Creating Reports and Forms About Design View Labels Practicum: Creating Reports Practicum: Integration and problem solving
Week 5 3 hours	Final Exam

Instructor Information:

Name: _____

Phone: _____

E-Mail: _____