



MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: April 2019

COURSE TITLE

Introduction to Microsoft Access

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 183

(Formerly: OFF 183)

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-3

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:

Lab Hrs: 22-66

Other Hrs:

Distribution Designation:

COURSE DESCRIPTION (as it will appear in the catalog)

This course provides an introduction to Microsoft Access 2019. It is not intended for Business Information Management Program students.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Introductory Excel text as determined by BIM Faculty (Example: *Microsoft Access 20xx*, by Rutkosky, Seguin, and Rutkosky Roggenkamp)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Understand database concepts and terminology.
2. Create and manage database records.
3. Create tables and relationships.
4. Create and manage queries, forms, and reports.

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Maintaining Data in Access Tables
2. Creating Tables and Relationships
3. Creating Queries, Forms, and Reports

DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered

(text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE