Course Information

Division: Business
Course Number: CMP 110AA
Title: Beginning Microsoft Access
Credits: 0.5 - 1
Developed by: Janice Lawhorn, PhD/Revised by Andy Shaver
Lecture/Lab Ratio: 0.5 Lecture = .5 Lecture/0 Lab
1 Lecture = 1 Lecture/0 Lab
Transfer Status

<table>
<thead>
<tr>
<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<tbody>
<tr>
<td>Elective Credit</td>
<td>Elective Credit</td>
<td>Non Transferable</td>
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Activity Course: No
CIP Code: 11.0100
Assessment Mode: Pre/Post Test (20 Questions/20 Points)
Semester Taught: Upon Request
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites
None

Educational Value
This course is designed for those students interested in learning about database management.

Description
Students will become familiar with beginning level functions of Microsoft Access, a database software package.

Supplies
None
Competencies and Performance Standards

1. Develop an understanding of the concept of the relational database
   Learning objectives
   What you will learn as you master the competency:
   a. Learn the concepts of the relational database
   b. Explore the different basic database objects including tables, filters, forms, queries, and reports

   Performance Standards
   Competence will be demonstrated:
   o In a pre-post test.
   Criteria - Performance will be satisfactory when:
   o learner understands the applications for relational database
   o learner explores the different basic database objects including tables, filters, forms, queries, and reports

2. Create database tables.
   Learning objectives
   What you will learn as you master the competency:
   a. Create tables in design view or by using a wizard.

   Performance Standards
   Competence will be demonstrated:
   o by answering questions in a Pre/Post Test.
   o in class exercises and by the completion of a final project.
   Criteria - Performance will be satisfactory when:
   o learner creates tables in design view or by the use of a wizard

3. Sort and refine the display of database information
   Learning objectives
   What you will learn as you master the competency:
   a. Sort records in a table.
   b. Use a form to sort record availability.

   Performance Standards
   Competence will be demonstrated:
   o in-class exercises and by the completion of a final project
   o in-class exercises and by the completion of a final project
   Criteria - Performance will be satisfactory when:
   o learner can sort a data in a table in datasheet view or with the use of a form.
   o learner can change description, data type, and field properties of a field
4. Create queries and filters to isolate needed information

**Learning objectives**

*What you will learn as you master the competency:*

a. Create informational filters to temporarily display required information.

b. Create queries for more permanent display of required information from one or more tables.

**Performance Standards**

*Competence will be demonstrated:*

- in-class exercises and by the completion of a final project
- in-class exercises and by the completion of a final project.

*Criteria - Performance will be satisfactory when:*

- learner filters data to temporarily view desired records from a table
- learner creates queries to isolate desired information.

**Types of Instruction**

Classroom Presentation

Classroom Application

**Grading Information**

**Grading Rationale**

Final grade is based on the Post Test and final project

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
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This class is appropriate for Pass/Fail.

**Pass:** Grade 70% or higher

**Fail:** Less than 70%