EASTERN ARIZONA COLLEGE
Advanced Microsoft Access
Course Design
2012-2013

Course Information
Division: Business
Course Number: CMP 110AC
Title: Advanced Microsoft Access
Credits: 0.5
Developed by: Janice Lawhorn, PhD/Revised by Andy Shaver
Lecture/Lab Ratio: 0.5 Lecture/0 Lab
Transfer Status:

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Activity Course: No
CIP Code: 11.0100
Assessment Mode: Pre/Post Test (25 Questions/25 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 advanced level functions of Microsoft Access, a database software package.

Supplies
None
Competencies and Performance Standards

1. Create and modify reports.
   Learning objectives
   What you will learn as you master the competency:
   a. Create a report using a wizard and from scratch.
   b. Modify reports in design view.
   c. Add a sub report to a report.
   Performance Standards
   Competence will be demonstrated:
   o by completion of classroom exercises
   o by completion of related Pre/Post Test questions.
   Criteria - Performance will be satisfactory when:
   o learner creates a report using a wizard and from scratch.
   o learner modifies reports in design view.
   o learner adds a sub report to a report.

2. Establish accessibility to the database.
   Learning objectives
   What you will learn as you master the competency:
   a. Create accessibility options including switchboard forms and splash screens.
   b. Set startup options.
   Performance Standards
   Competence will be demonstrated:
   o in class activities.
   o completion of related questions on the Pre/Post Test.
   Criteria - Performance will be satisfactory when:
   o learner creates switchboards and splash screens
   o learner sets startup options

3. Protect database information with appropriate security measures.
   Learning objectives
   What you will learn as you master the competency:
   a. Confirm authorization to database by the use of passwords and encryption.
   Performance Standards
   Competence will be demonstrated:
   o in class activities.
   Criteria - Performance will be satisfactory when:
   o learner can assign passwords and enlist data encryption.
4. Create and use data access pages.

Learning objectives
What you will learn as you master the competency:

a. Build static and dynamic data access pages.
b. Use data access pages to update database information.

Performance Standards
Competence will be demonstrated:
o classroom activities.
o completion of related questions on Pre/Post Test.

Criteria - Performance will be satisfactory when:
o learner creates static and dynamic data access pages.
o learner uses data access pages to update database 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
A 90 – 100%
B 80 – 89%
C 70 – 79%
D 60 – 69%

This class is appropriate for Pass/Fail
Pass: Grade 70% or higher
Fail Less than 70%