

Course Outline
OFAD 115
Access for Personal Use
1 Semester Hour

The Community College of Baltimore County

Description

Access for Personal Use

Covers the fundamentals of electronic database management; how to perform basic database operations including creating, editing, and querying a database, and creating and printing reports using Access software.

Prerequisite: Experience in computer applications

Overall Course Objectives.

Upon completion of this course the student will be able to:

1. Create and edit a database,
2. Manipulate data in a database using the sort, find, and query functions,
3. Create various reports, and
4. Use Online Help.

Major Topics

1. Access window
2. Create a simple database
3. Access functions to manipulate data
4. Creating reports in Access

Course Requirements

Final Grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Examination 1	100
Examination 2	100
Projects	<u>50</u>
	250

Final letter grades (based on total points earned) will be awarded as follows:

- 225 – 250 = A
200 – 224 = B
175 – 199 = C
150 – 174 = D
Below 150 = E

Other Course Information

Date Revised 9/20/00