

Common Course Outline
OFAD 243
Access: Database Management
3 Credits

The Community College of Baltimore County

Description

OFAD 243 – 3 credits – Access: Database Management provides a comprehensive approach to learning the skills required to pass the Microsoft Office Specialist Access certification exam. Students learn to organize a variety of objects to create and manage a relational database. Students also generate reports to summarize and analyze data. In addition to basic skills, this course covers advanced features including expressions, formulas, functions, exporting and importing, and web- based language formats.

3 Credits; 2 lecture hours, 2 laboratory hours

Prerequisite: OFAD 114 or OFAD 160 or permission of program coordinator.

Note: CSIT 101 may not be substituted for OFAD 114 to meet the prerequisite.

Overall Course Objectives

Upon completion of this course, students will be able to:

1. identify the basic structure of a relational database;
2. differentiate among the various screen views in Access;
3. order and manipulate database objects using the navigation pane;
4. edit database objects in datasheet view and design view;
5. build and integrate relationships;
6. generate a relationship report;
7. create pivot charts and pivot tables to display, compare, and summarize data;
8. design a parameter query with multiple criteria;
9. view queries in Structured Query Language (SQL);
10. add expressions to create a function or calculation;
11. add aggregate functions to a summary query;
12. export database tasks to standardized language formats;
13. compress a database file;
14. explain the benefits of and certification requirements for the Microsoft Office Specialist Access certification exam; and
15. pass the Microsoft Office Specialist Access certification practice exam.

Major Topics

- I. Microsoft Access Basics
 - A. Database structure
 - B. Views
 - C. Navigation
 - D. Edit mode
 - E. Filters
 - F. File Management
- II. Objects
 - A. Tables
 - B. Queries
 - C. Forms
 - D. Reports
- III. Designing a Database
 - A. Wizards
 - B. Sorting
 - C. Functions and formulas
 - D. Expressions
 - E. Pivot tables and charts
 - F. Report formats
- IV. Integrating Database Objects
 - A. Linking objects
 - B. Enhanced queries
 - C. Subforms
 - D. Relationships
- V. Advanced Database Features
 - A. Importing and exporting data
 - B. Web-based language formats
 - C. Hyperlinks
 - D. Access web app
- VI. Microsoft Office Specialist Access Certification Exam

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three tests
- At least three integrated projects
- Electronic portfolio

- Written research paper, 500 words minimum
- Final exam – Microsoft Office Specialist Access certification practice exam

Written Assignments: Students are required to utilize appropriate academic resources.

Date Revised: 12/1/2015