

MESABI RANGE COLLEGE

Course Outline

Course Title: Project Management V: Microsoft Access
Semester Course Prefix and Number: BOPM 1245
Old Quarter Course Prefix and Number:

Submitted By: B. Skorich
Approval Date: May 2017
Revision Date:

Number of Credits: 3 **Number of Lecture Credits:** 2
Semester(s) Offered: **Number of Lab Credits:** 1 **Number of Lab Hours:** 2
Class Size: 30 **Number of Studio/Demonstration/Internship Credits:**
Negotiated by AASC on:
(date)

Course Purpose Code:

- 0 – Developmental Courses
 1 – Non-transferable
 2 – Technical course related to career programs
 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description

This is a comprehensive course exploring the functions and practical applications in using Microsoft Access. Students will learn how to create a database; add, change, and delete data in the database; sort and retrieve the data; and create forms and reports using the data.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): none
Reading Prerequisite: none
Composition Prerequisite: none
Mathematics Prerequisite: none

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

- | | |
|--|--|
| 0. <input checked="" type="checkbox"/> None | 6. <input type="checkbox"/> The Humanities and Fine Arts |
| 1. <input type="checkbox"/> Communications | 7. <input type="checkbox"/> Human Diversity |
| 2. <input type="checkbox"/> Critical Thinking | 8. <input type="checkbox"/> Global Perspectives |
| 3. <input type="checkbox"/> Natural Sciences | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning | 10. <input type="checkbox"/> People and the Environment |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences | |

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

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

- Create and maintain a database by adding, changing and deleting records, searching for records, filtering records, sorting records
- Create tables in Datasheet and Design views
- Create and use a query to sort data and perform calculations
- Create and modify forms and reports by applying themes, adding fields, gridlines, etc.
- Create forms incorporating data from more than one table
- Create forms containing combo boxes and command buttons to accomplish various tasks

Student Assessment Methods:

Assignments, projects, tests, quizzes, and discussion boards.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

The course will require use of the internet, the submission of electronically prepared documents, use of the college's learning management system, and the latest versions of Microsoft Access.

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Affiliated Mesabi Range College Courses and Programs:

Approvals:

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: December 2012