

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

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

Submitted By: C. Karpik
Approval Date:
Revision Date:

Number of Credits: 3
Semester(s) Offered:
Class Size: 30

Number of Lecture Credits: 2
Number of Lab Credits:1
Number of Lab Hours: 2
Number of Studio/Demonstration/Internship Credits:

Negotiated by AASC on:
(date)

Course Purpose Code:

- 0 - Developmental Courses
1 - Non-transferable
x 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:

Executive Office Management

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. Curriculum Committee review and the Chief Academic Officer's approval are required.)

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

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, join tables, export data to another application, and perform calculations
- Create and modify forms and reports by applying themes, adding fields, gridlines, creating and printing mailing labels, and printing custom reports
- Create forms incorporating data from more than one table
- Create and use Structured Query Language (SQL) for querying and updating databases
- Create forms containing combo boxes and command buttons to accomplish various tasks
- Create a multipage form
- Create and modify macros and submacros
- Create, change and use a PivotTable
- Administer a database by making it available on the Web, creating custom templates, application parts and data type parts
- Convert a Access database to an earlier version of Access

Student Assessment Methods:

Daily assignments, in-class projects, quizzes, oral presentations, tests and a final examination. SAM 2010 Assessment, Training and Projects for Microsoft Office 2010.

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

This course may require use of the Internet, the submission of electronically prepared documents and the use of the course management software program; Microsoft Office 2010. Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies.

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

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

Course Outline Revision History:

Approvals:

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

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: March 2010