MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title:	**Project Management V: Microsoft Access**	**Submitted By:**	**C. Karpik**
Semester Course Prefix and Number:	**EOM 1245**	**Approval Date:**	
Old Quarter Course Prefix and Number:		**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
__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