# Course Outline

**Course Title:** Project Management V: Microsoft Access  
**Submitted By:** C. Karpik

**Number of Credits:** 3  
**Number of Lecture Credits:** 2  
**Number of Lab Credits:** 1  
**Number of Lab Hours:** 2

**Class Size:** 30

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**Course Purpose Code:**

- 0 – Developmental Courses
- 1 – Non-transferable
- 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)

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**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.

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**Prerequisites and/or recommended entry skills/knowledge:**

- **Course Prerequisite(s):** None
- **Reading Prerequisite:** None
- **Composition Prerequisite:** None
- **Mathematics Prerequisite:** None

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**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.)

<table>
<thead>
<tr>
<th>Goal</th>
<th>Met</th>
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<tbody>
<tr>
<td>0. Communications</td>
<td>X</td>
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<tr>
<td>1. Critical Thinking</td>
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<tr>
<td>2. Natural Sciences</td>
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<td>3. Mathematical/Logical Reasoning</td>
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<td>4. History and the Social and Behavioral Sciences</td>
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<tr>
<td>5. History and the Social and Behavioral Sciences</td>
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<tr>
<td>6. The Humanities and Fine Arts</td>
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<td>7. Human Diversity</td>
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<td>8. Global Perspectives</td>
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<td>9. Ethical and Civic Responsibility</td>
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<td>10. People and the Environment</td>
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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 an 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:

<table>
<thead>
<tr>
<th>Approvals:</th>
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<tbody>
<tr>
<td>Body</td>
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<tr>
<td>Curriculum Committee</td>
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<td>Faculty Association</td>
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<td>Academic Affairs Standards Committee</td>
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<td>Chief Academic Officer</td>
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Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: March 2010