Lakeshore Technical College

10-103-101 Access 2016 - Level 1

Course Outcome Summary

Course Information

Description	Access 2016 - Level 1 introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports. This course is offered in a self-paced format.
Total Credits	1
Total Hours	36

Types of Instruction

Instruction Type	Credits/Hours
Flex Lab	1/36

Textbooks

New Perspectives Microsoft® Office 365 & Access 2016: Comprehensive, 1st Edition

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Learner Supplies

Access to a computer with internet connectivity

Access 2016

USB Jump Drive (Optional)

Core Abilities

1. **Apply learning**

    Criteria

1.1. Learner transfers academic knowledge and principles to life and work situations
1.2. Learner incorporates prior learning
1.3. Learner knows when to ask for help
1.4. Learner demonstrates appropriate safety precautions
1.5. Learner identifies the need for lifelong learning
1.6. Learner develops the ability to research beyond the required work
1.7. Learner demonstrates a curiosity for learning about cultures, norms, and practices

2. Integrate technology

Criteria
2.1. Learner determines which tasks can be performed more efficiently by using technology
2.2. Learner uses technology to perform tasks more efficiently
2.3. Learner adapts to changing/emerging technology
2.4. Learner selects culturally appropriate technology/tools to communicate with diverse groups

Course Competencies

1. Create a database table

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
1.1. Review Problem
1.2. Quiz

Criteria

Your performance will be successful when:
1.1. you create a new database
1.2. you create a table in datasheet view
1.3. you create a primary key
1.4. you change the data type of a field
1.5. you add fields and records to a table
1.6. you update database records
1.7. you save a database table

Learning Objectives
1.a. Create a new database
1.b. Create a table in datasheet view
1.c. Create a primary key
1.d. Change the data type of a field
1.e. Add fields to a table
1.f. Add records to a new table
1.g. Update database records
1.h. Save a database table

2. Create simple database objects

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
2.1. Review Problem
2.2. Quiz

Criteria

Your performance will be successful when:
2.1. you create a table in design view
2.2. you copy records from another Access database

2.3.   you create a simple form using the Form tool
2.4.   you create a simple query using the Query Wizard
2.5.   you create a simple report using the Report tool
2.6.   you compact and repair a database
2.7.   you create a backup copy of a database

Learning Objectives
2.a.   Create a table in design view
2.b.   Copy records from another Access database
2.c.   Navigate in a datasheet
2.d.   Create a simple query
2.e.   Create a simple form
2.f.   Create a simple report
2.g.   Manage a database

3.   Modify table settings and relationships

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
3.1.   Review Problem
3.2.   Quiz
3.3.   Midterm Project

Criteria

Your performance will be successful when:

3.1.   you set the properties for table fields
3.2.   you add and move fields in a table
3.3.   you import data from Excel
3.4.   you import an existing table structure
3.5.   you add fields using the Data Type Gallery
3.6.   you import data from a text file
3.7.   you create a one to many relationship between tables
3.8.   you apply referential integrity to a relationship
3.9.   you apply cascade update properties to a relationship

Learning Objectives
3.a.   Set the caption property for fields
3.b.   Modify other field properties in a table
3.c.   Add and move fields in a table
3.d.   Import data from an Excel worksheet
3.e.   Import an existing table structure
3.f.   Add fields to a table using the Data Type Gallery
3.g.   Set the default value for a field
3.h.   Import data from a text file
3.i.   Create a one to many relationship between tables
3.j.   Apply referential integrity and cascade update properties to a relationship

4.   Create a database query

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
4.1.   Review Problem
4.2.   Quiz

Criteria

Your performance will be successful when:

4.1.   you create and run a query

4.2.   you update data using a query
4.3.   you create a multitable query
4.4.   you sort data in a query
4.5.   you filter data in a query
4.6.   you create criteria in a query
4.7.   you create multiple criteria in a query
4.8.   you create a calculated field in a query
4.9.   you create an aggregate function in a query

Learning Objectives
4.a.   Create and run a query
4.b.   Update data using a query
4.c.   Create a multitable query
4.d.   Sort data in a query
4.e.   Filter data in a query
4.f.   Create criteria in a query
4.g.   Create multiple criteria in a query
4.h.   Create a calculated field in a query
4.i.   Create an aggregate function in a query

5.   Create a database form

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
5.1.   Review Problem
5.2.   Quiz
5.3.   Final Project

Criteria

Your performance will be successful when:

5.1.   you create a form using the Form Wizard
5.2.   you modify a form's design
5.3.   you navigate in a form
5.4.   you find data using a form
5.5.   you maintain table data using a form
5.6.   you preview and print selected form records
5.7.   you create a form with a main form and a subform

Learning Objectives
5.a.   Create a form using the Form Wizard
5.b.   Modify a form's design
5.c.   Navigate in a form
5.d.   Find data using a form
5.e.   Maintain table data using a form
5.f.   Preview and print selected form records
5.g.   Create a form with a main form and a subform

6.   Create a database report

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
6.1.   Review Problem
6.2.   Quiz
6.3.   Final Project

Criteria

Your performance will be successful when:

6.1.   you create a report using the Report Wizard
6.2.   you modify a report's design
6.3.   you apply conditional formatting in a report

Learning Objectives

6.a.   Create a report using the Report Wizard
6.b.   Modify a report's design
6.c.   Apply conditional formatting in a report