



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