

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** MOFF 6610

**Course Title:** Microsoft Access I

**Course Description:** Introductory Microsoft Access skills, including building, managing, and maintaining databases containing numerous objects.

**Suggested Course Prerequisite(s):** Microsoft Windows, Keyboarding, or equivalent experience.

**Course Resources:** Microsoft Access 2019 & 365: Level 1  
Labyrinth. ISBN-13: 978-1-64061-157-3

**Student Learning Outcomes:** Introducing Databases and Tables – Sorting Data, Importing Data Sources. Working with Forms – Layout & Design View. Querying a Database – Using Criteria, Sorting & Limiting Results, Calculated Fields. Using Reports to Display Information – How to Organize, Structure and Modify Reports.

**Certification Notes:**

**Next course recommendation:** Microsoft Access II

**Lesson Plan – by week or session:**

Session 1: Getting Started with Tables

- Introducing Databases• Introducing Tables
- Sorting and Filtering Table Data
- Importing Data Sources• Relational Databases

Session 2: Working with Forms•

Creating Forms

- Changing Forms in Layout View
- Changing Forms in Design View
- Creating Other Types of Forms

Session 3: Querying a Database

- Select Queries
- Using Criteria in Queries
- Sorting, Showing, and Limiting Results
- Calculated Fields

Session 4: Using Reports to Display Information

- Introducing Reports
- Report Organization and Structure
- Modifying Reports

Session 5: Access Project

Session 6: Additional Exercises and Test

**Course Sessions:**

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Method of Evaluation:**

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series

within two years from start date of the first course taken.

**Refund Policy:**

Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:**

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.