

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: MOFF 6615

Course Title: Microsoft Access II

Course Description: Expansion of proficiency with using Microsoft Access, including an in-depth look at table design, input forms, complex queries and report customization.

Suggested Course Prerequisite(s): Microsoft Access I, or equivalent experience.

Course Resources: Microsoft Access 2019 & 365: Level 2
Labyrinth ISBN-13: 978-1-64061-163-4

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:

Lesson Plan – by week or session:

Session 1: Refining Table Design

- Creating and Modifying Relationships
- Modifying Table Structures
- Formatting a Table Datasheet Layout
- Setting Field Properties
- Setting Lookup Fields with the Lookup Wizard

Session 2: Customizing Input Forms

- Subforms
- Adding Calculations to Forms
- Setting Properties to Assist and Control Data Entry

Session 3: Creating Complex Queries

- Crosstab Queries
- Find Queries
- Parameter Queries
- Action Queries

Session 4: Customizing Reports

- Importing a Report into a Database
- Adding a Subreport to a Main Report
- Creating a Report from a Subreport
- Numbering Items in a Report
- Creating Calculated Controls on a Subreport
- Setting Page Breaks and Customizing Controls

Session 5: Class Project

Session 6: Summary

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 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.