



Syllabus

CSC 139 MS Access

General Information

Date

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Author

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Department

Computing Sciences

Course Prefix

CSC

Course Number

139

Course Title

MS Access

Course Information

Credit Hours

1

Lecture Contact Hours

1

Lab Contact Hours

0

Other Contact Hours

0

Catalog Description

This course provides an overview of the fundamentals of the Microsoft Office application Access. A database management system (DBMS) such as Access provides the user with the software tools he/she needs to organize that data in a flexible manner. Access includes facilities to add, modify or delete data from the database, ask questions (or queries) about the data stored in the database and produce forms and reports summarizing selected contents. Microsoft Access provides users with one of the simplest and most flexible desktop DBMS solutions on the market today.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

None

Co-requisites

None

Grading Scheme

Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

None

Course Learning Outcomes

Course Learning Outcomes

1. Structure a Database
2. Create and Format Database Elements
3. Enter and Modify Data
4. Create and modify queries
5. Present and Share Data
6. Sort and filter data
7. Create and modify charts
8. Export data to other MS applications
9. Print database objects

Outline of Topics Covered

- I. Structuring a Database

II. Creating and Formatting Database Elements

III. Entering and Modifying Data

IV. Creating and modifying queries

V. Presenting and Sharing Data

VI. Managing and Maintaining Databases