

**HUDSON VALLEY COMMUNITY COLLEGE  
TROY, NEW YORK**

COURSE OUTLINE

**COURSE TITLE:** Introduction to Database Concepts with Microsoft Access

**COURSE SUBJECT AND NUMBER:** CMPT 120

**DEPARTMENT:** Computing and Information Sciences

**CREDIT HOURS:** 3

**CONTACT HOURS:** 3 (Lecture)

**SEMESTER COURSE IS OFFERED:** Spring, Summer, and Fall

**OFFERED DISTANCE LEARNING:** Yes

**PREREQUISITE:** Yes If yes, please list: Previous experience with computing and the Windows Operating System

**COREQUISITE(S):** No If yes, please list:

**PREREQUISITE(S) OR COREQUISITE(S):** No

**TEXT(S):**

**Go! With Microsoft Access 2016 Comprehensive**

By: Gaskin

ISBN: 9780134572079

Pearson

**LAB FEES:** None

**FINAL EXAM / FINAL PROJECT:** Yes If yes, please specify: Final Project

**ORIGINAL SUBMISSION DATE:** Spring 2000

**CURRICULUM COMMITTEE APPROVED REVISION DATE:** 11/25/13

**PREPARED BY:** James Looby

**COURSE DESCRIPTION:**

This course provides an applied introduction to database concepts using Microsoft Access software within the Windows environment and maps to the Microsoft Office Specialist (MOS) Access core level curriculum. Topics include: relational database management system (DBMS) concepts, the creation and maintenance of MS Access

databases, the creation of forms, reports and queries, data integration with Excel worksheets, and security. Lab time outside of class is required. Note: Previous experience with computing and the Windows Operating System required.

### **ACTIVITIES AND ASSIGNMENTS:**

Readings  
Lectures  
Assignments  
Quizzes/Tests  
Final Project

**GRADE COMPUTATION:** (In general terms as defined by college policy. Specifics, including Z grade, will be defined on the instructor's syllabus).

Assignments	25%
Tests*	50%
Final Project	25%

*\*Tests generated from GO Testbank and map to Certiport MOS exam. In accord with MOS certification vouchers and exam process, students may be given 2 quiz chances per quiz.*

### **ADA STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act, Hudson Valley Community College is committed to ensuring educational access and accommodations for all its registered students, in order to fully participate in programs and course activities or to meet course requirements. Hudson Valley Community College's students with documented disabilities and medical conditions are encouraged to access these services by registering with the Center for Access and Assistive Technology to discuss their particular needs for accommodations. For information or an appointment contact the Center for Access and Assistive Technology, located in room 130 of the Siek Campus Center or call 518-629-7154/TDD: 518-629-7596 .

### **STUDENT BEHAVIORAL OBJECTIVES:**

Students will be able to:

Demonstrate the following through classroom activities, assignments and quizzes/tests.

- Describe database concepts and applications
- Create, maintain and administer an Access database
- Prepare and customize forms, queries and reports
- Create macros, pivot tables and pivot charts
- Create basic sql statements
- Secure a database

**TOPIC OUTLINE:**

Module	Topics
1	Microsoft office 2010
2	Introduction-Access & Databases
3	Sorting and querying a database
4	Forms, filters and reports
5	Enhancing tables
6	Enhancing queries
7	Form and report customization
8	Advanced forms and reports
9	Macros, pivot tables and pivot charts
10	Access integration
11	Database administration
12	Security and SQL