

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft Access I

Prefix and Course Number: CATT 122

Version Date: Fall 2022

Course Learning Outcomes

By the end of this course, a student should be able to:

1. Design database structure
2. Create database tables
3. Establish relationships between database tables
4. Build simple and calculated queries
5. Construct forms and reports

Course Outline:

1. Explore Access
 - Understand relational databases
 - Navigate databases
 - Create tables
 - Enter and edit data
2. Building Tables and Relationships
 - Modify data fields
 - Create primary keys
 - Design related tables
 - Manage relationships
3. Creating Queries
 - Work in datasheet and design views
 - Create queries
 - Apply query criteria
 - Create calculated fields
4. Working with Forms and Reports
 - Use forms
 - Use reports
 - Use form view and layout view
 - Format forms and reports