

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft Access II

Prefix and Course Number: CATT 123

Version Date: Fall 2022

Course Learning Outcomes

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

1. Manage databases
2. Create advanced queries
3. Apply advanced form and report options
4. Integrate with multiple programs

Course Outline:

1. Improving Tables and Creating Advanced Queries
 - Create and modify table lookup fields
 - Modify properties
 - Create parameter queries
 - Build summary queries
 - Build crosstab queries
2. Creating Forms
 - Create forms and split forms
 - Add labels and text boxes
 - Create calculations on forms
 - Add option groups and links
 - Add images and subforms
3. Creating Reports
 - Create reports
 - Add calculations and subtotals
 - Modify report sections
 - Create multicolumn reports and subreports
 - Build command buttons
4. Importing and Exporting Data
 - Import Access objects
 - Import and export text files
 - Export to Excel, Word, PDF, HTML, or XML
 - Create and modify charts
 - Use templates