SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number:	CMPA 111	_ Department:	Information Technologies			
Course Title:	Access	Semester:	Spring	Year:	2002	

Objectives/Competencies

Course Objective	Competencies	
1. To plan and design databases	 Determine appropriate data inputs and outputs for your database Create table structure Establish table relationships 	
2. To work with Access	 Use the Office Assistant Select an object using the Objects Bar Print database objects (tables, forms, reports, queries) Navigate through records in a table, query, or form Create a database (using a Wizard or in Design View) 	
3. To build and modify tables	 Create tables by using the Table Wizard Set primary keys Modify field properties Use multiple data types Use the Lookup Wizard Use the input mask wizard 	

Course Number: CMPA 111 Page 2

Course Objective	Competencies	
4. To build and modify forms	1. Create a form with the Form Wizard	
	2. Use the Control Toolbox to add controls	
	3. Modify Format Properties (font, style, font size, color,	
	caption, etc.) of controls	
	4. Use form sections (headers, footers, detail)	
	5. Use a Calculated Control on a form	
	1. Use the Office Clipboard	
5. To view and organize information	2. Switch between object Views	
	3. Enter records using a datasheet	
	4. Enter records using a form	
	5. Delete records from a table	
	6. Find a record	
	7. Sort records	
	8. Apply and remove filters (filter by) form and filter by	
	selection	
	9. Specify criteria in a query	
	10. Display records in a subdatasheet	
	11.create a calculated field	
	12.create and modify a multi-table select query	
6. To define relationships	1. Establish relationships	
	2. Enforce referential integrity	
7. To produce reports	Create a report with the Report Wizard	
	2. Preview and print report	
	3. Move and resize a control	

Course Number: CMPA 111 Page 3

Course Objective	Competencies	
	 4. Modify format properties (font, style, font size, color, caption, etc.) 5. Use the Control Toolbox to add controls 6. Use report sections (headers, footers, detail) 7. Use a calculated Control in a report 	
8. To integrate with other applications	 Import data to a new table Save a table, query, form as a Web page Add Hyperlinks 	
9. To use the Access tools	 Print Database Relationships Backup and Restore a database Compact and Repair a database 	