

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	<ol style="list-style-type: none">1. Determine appropriate data inputs and outputs for your database2. Create table structure3. Establish table relationships
2. To work with Access	<ol style="list-style-type: none">1. Use the Office Assistant2. Select an object using the Objects Bar3. Print database objects (tables, forms, reports, queries)4. Navigate through records in a table, query, or form5. Create a database (using a Wizard or in Design View)
3. To build and modify tables	<ol style="list-style-type: none">1. Create tables by using the Table Wizard2. Set primary keys3. Modify field properties4. Use multiple data types5. Use the Lookup Wizard6. Use the input mask wizard

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<p>8. To integrate with other applications</p> <p>9. To use the Access tools</p>	<ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 1. Import data to a new table 2. Save a table, query, form as a Web page 3. Add Hyperlinks <ol style="list-style-type: none"> 1. Print Database Relationships 2. Backup and Restore a database 3. Compact and Repair a database