

# AOS 107 : Microsoft Access Databases

**Credits** 5

**Quarter Offered** Spring

Develop beginning through intermediate relational database management skills in Microsoft Access and associated technologies. Create tables, relationships, forms, and reports. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

**Course Outcomes**

- Apply critical thinking skills to complete real-world projects.
- Combine technical skills to complete independent core concept reviews.
- Demonstrate an understanding of relational databases.
- Create and modify tables.
- Create relationships between tables.
- Build queries, forms, and reports.
- Analyze and filter data.
- Use graphical tools and elements.