CAT 119 : Access Basics

Credits 1

A short introduction to Microsoft Access (database) basics. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Describe basic database concepts and terms.
2. Create a blank database.
3. Create and modify database Tables by adjusting layout, renaming fields, adding and deleting fields, and defining field properties.
4. Add records to a Table using direct entry, copy/paste, and importing.
5. Create and modify simple Queries, Forms, and Reports.
6. Import database tables from another database.
7. Create a relationship between Tables.
8. Prepare a Report for printing.
9. Describe how to compact & repair, back up, and restore a database.