

IST 130 -INTRODUCTION TO ACCESS 2000
 COURSE SYLLABUS

ROOM 5212	July 13, 14 & 20	Summer 2001
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COURSE DESCRIPTION:

The purpose of this course is to introduce Microsoft Access 2000 to the student and to familiarize the student with its operation. Student is expected to have a basic understanding of the Windows 95/98 operating system. A basic overview of database management concepts including creation, modification and query of a database will be provided. This is a lecture class consisting of 13 hours of instruction time and constitutes 1 credit hour. The class is pass/fail.

COURSE TEXT:

Step by Step Access 2000
 Published by Microsoft Press

ATTENDANCE EXPECTATIONS:

Due to the hands-on nature of this class, attendance is very important. In order for a student to receive a "pass" grade, he/she must attend 90% of the class hours.

METHOD OF INSTRUCTION:

This course will be taught via a combination of lecture and exercises designed to give the student a practical grasp of the subject matter. The combination of practical exercises and class attendance will be utilized in determining the student's grade.

CONCEPTS TO BE COVERED:

<p>Friday, July 13th</p> <p>I. BUILDING A DATABASE Book lessons covered ✓ Lesson #4 – Managing database change ✓ Lesson #2 – Using tables ✓ Lesson #6 – Working with external data</p> <p>PRACTICE –Page 134 – Steps 1,2,3 & 5</p>	<p>Saturday, July 14th</p> <p>II. UTILIZING FORMS Book lessons covered ✓ Lesson #1 – Using forms ✓ Lesson #3 – Using filters ✓ Lesson #10 – Customizing forms</p> <p>PRACTICE - Page 64 – Steps 1,2,3,4 & 5</p> <p>III. UTILIZING QUERIES Book lessons covered ✓ Lesson #7 – Using queries ✓ Lesson #8 – Analyzing your data</p> <p>PRACTICE –Page 196 – Steps 1,2 & 4</p>	<p>Friday, July 20th</p> <p>IV. CREATING REPORTS Book lessons covered ✓ Lesson #11 – Presenting an effective report ✓ Lesson #12 – Presenting Grouped data in a report</p> <p>PRACTICE –PP. 257-258 Steps 4 & 5</p> <p>V. YOUR DATABASE AND THE INTERNET Book lessons covered ✓ Lesson 13 – Making connections</p> <p>PRACTICE –PP. 283-284 Steps 1,2 & 3</p>
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