

**Clackamas Community College**  
Online Course/Outline Submission System

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Date approved: June 1, 2011 Certified General Education Area(s): None

**Section #1 General Course Information**

**Department:** Business & Computer Science: Business

**Submitter**

First Name: Kelly  
Last Name: Steigleder  
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**Course Prefix and Number:** BT - 170

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**# Credits:** 3

**Contact hours**

Lecture (# of hours): 33  
Lec/lab (# of hours):  
Lab (# of hours):  
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Access

**Course Description:**

Study and application of the Microsoft Access involving database creation, queries, forms, and reports. Business applications include performing calculations on databases, adding graphics, creating multiple forms enhanced with Internet hyperlink, and composing text.

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**Type of Course:** Career Technical Supplementary

**Reason for the new course:**

Coming forward for review, not a new course.

**Can this course be repeated for credit in a degree?**

**No**

**What is the target audience/industry for this class?**

Are there prerequisites to this course?

**Yes**

**Pre-reqs:** Pass BT-120 or instructor consent

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**No**

Will this course appear in the schedule?

**No****Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. create, design, and maintain a database;
2. create a table; add, delete, edit, and sort records in a table;
3. create, customize, modify, save, and print forms and reports;
4. create, manipulate, and print a variety of queries from a database;
5. customize fields in a table with input masks, look-up wizards, and inserting links;
6. create charts, pivot charts, mailing labels; and compact and convert an existing database;
7. establish relationships between existing tables and create queries from joined tables,
8. enhance forms by using toolbar buttons, form control properties, pictures, and subforms;
9. define and use all the features learned in the Access program by completing the end-of-chapter critical thinking projects to create complex queries, forms, and reports.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Creating a database.
2. Modifying and filtering a table and creating a form.
3. Querying tables and creating reports.
4. Exporting data.
5. Importing and querying tables.
6. Creating custom forms.
7. Creating custom reports, charts, pivot charts, and mailing labels.
8. Linking and splitting databases.

**Does the content of this class relate to job skills in any of the following areas:**

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|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

**First term to be offered:****Next available term after approval**

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