Course Outline for: BUSN 1230 Access: Information Management

A.   Course Description:
1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: None
4. Corequisites: None
5. MnTC Goals: None

A comprehensive course advancing students' skills in designing and creating databases. Students plan, organize, produce, and manage databases to meet organizational and business needs. Skill development includes learning how to create queries, forms, reports, and how to automate tasks. Students integrate databases with Excel and Word. Students take the Microsoft Office Specialist (MOS): Access Exam at the completion of the course.

B.   Date last reviewed/updated: March 2024

C.   Outline of Major Content Areas:
1. Create design a database
2. Build a database and define table relationships
3. Maintain and query a database
4. Create advanced queries and enhanced table design
5. Create custom forms using form tools
6. Create custom reports
7. Share, integrate and analyze data
8. Utilize action queries and advanced table relationships
9. Automating tasks with macros
10. Using and writing Visual Basic for applications code

D.   Course Learning Outcomes:
Upon successful completion of the course, the student will be able to:
1. Design and develop custom applications using Access.
2. Solve complex problems using advanced features of Access.
3. Facilitate decision making with forms and reports.
4. Create charts to enable better data interpretation.
5. Work with action queries and advanced table relationships to enhance user interactions.
6. Create and edit macros using Visual Basic for applications.
7. Prepare and take industry standard certification in Access.

E.   Methods for Assessing Student Learning:
Methods of assessment may include, but are not limited to, the following:

1. Evaluations based on databases created with Access. Databases can be assigned as homework and as exams. The exams would be intended to measure the student's ability to create databases independently.
2. Homework assignments
3. Computer-based skills assessments

F.   Special Information:

None