Course discipline/number/title: AOP 1370: Microsoft Access

A.   **CATALOG DESCRIPTION**
1. **Credits: 1**
2. **Hours/Week: 1**
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B.   **COURSE DESCRIPTION:** This course will introduce the student to basic Microsoft Access fundamentals and database skills. Students will create tables and forms, create and run simple queries, and format reports. Beginning data analysis tools will be covered.

C.   **DATE LAST REVISED (Month, year):** February, 2025

D.   **OUTLINE OF MAJOR CONTENT AREAS:**
1. Fundamentals of Microsoft Access
2. Tables and queries
3. Data management
4. Forms and reports

E.   **LEARNING OUTCOMES (GENERAL):** The student will be able to:
1. Describe database software usage/applications.
2. Create databases, tables, forms and reports.
3. Design queries to join, filter, and sort data.
4. Import data from external sources.
5. Format reports to present data in a clear and concise manner.
6. Save and print databases.

F.   **LEARNING OUTCOMES (MNTC):** NA

G.   **METHODS FOR EVALUATION OF STUDENT LEARNING:** Methods may include but are not limited to:
1. Examinations
2. Assignments
3. Projects

H.   **RCTC CORE OUTCOME(S).** This course contributes to meeting the following RCTC Core Outcome(s): **Critical Thinking.** Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I.   **SPECIAL INFORMATION (if any):** None