**Virginia Western Community College**

**AST 153**

**Introduction to Database Software: Microsoft Access**

**Prerequisite**

ITE 115

**Course Description**

Provides first-time users with sufficient information to make practical use of database management software. Covers specific business applications. Students prepare for Core Microsoft Access MOS Exam. Lecture 1 hour per week.

**Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours:**  0

**Required Materials**

**Textbook:**

**Introduction to Database Software: Microsoft Access 2019**

**McGraw-Hill Custom ISBN** 9781307682571

**Other Required Materials:**

* In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](http://office.vccs.edu/)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all [Business and Professional Services programs](https://www.virginiawestern.edu/academics/businessprofessional.php) and ITE 115 is a required course in almost all Virginia Western transfer programs.

**Course Outcomes**

**At the completion of this course, the student should be able to:**

* **Create database tables with unique fields and records in Access 2019**
* **Create a report in Access 2019**
* **Modify reports in design view in Access 2019**
* **Earn the MOS Microsoft Office Specialist Access 2019 industry credential by successfully completing the MOS examination**

**Topical Description**

**Notes to Instructors**