

**Virginia Western Community College**  
**AST 153**  
**Introduction to Database Software: Microsoft Access**

**Prerequisites**

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:**

TBD – Spring 2019 course

**Other Required Materials:**[Click here to enter text.](#)**Course Outcomes**

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

- Create database tables with unique fields and records in Access 2016
- Create a report in Access 2016
- Modify reports in design view in Access 2016
- Earn the MOS Microsoft Office Specialist Access 2016 industry credential by successfully completing the MOS examination

**Topical Description**

1.

**Notes to Instructors**

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