

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:**

Introduction to Database Software: Microsoft Access 2019
Custom ISBN 9781307427905

Other Required Materials:

- In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](#)) 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](#) 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

1.

Notes to Instructors

