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:

Microsoft Office 365: In Practice: 2019 Edition

Introduction to Database Software: Microsoft Access

Custom ISBN 9781307682571

Note: This textbook is ONLY available in the VWCC Bookstore as it is a customized book.

REQUIRED SOFTWARE FOR THIS COURSE:
1 -SIMnet for Access 365/2019 Complete 1 2020

Nordell SIMbook, Single Module Registration Code

ISBN 9781260818703

Author: Nordell

Publisher: McGraw-Hill

- 2 - Microsoft Outlook 365/2019
- **Students receive MS Office 365 Pro Plus,** which includes Microsoft Office 2019, for free. Visit this site to download Office 365 for free **https://resources.vccs.edu/**. The download instructions are in the Week 1 "Let's Get Started" Module.

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**

Notes to Instructors

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