

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

**Prerequisite**

ITE 152

**Course Description**

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

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

**Required Software: Microsoft Office 365 ProPlus.** Virginia Western offers **free software**. Please go to the following Virginia Western website to download Microsoft Office 365 ProPlus if you need it:

<http://viriniawestern.edu/iet-services/student-tutorials-training/microsoft-office-365-proplus-for-students/>

You will then click on <http://office.vccs.edu/> The login will be your full MyVWCC e-mail address (e.g. student123@email.vccs.edu) and your password is your MyVWCC password.

**Note:** Access to the Internet and a Windows-based computer is required. 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 152 is a required course in almost all Virginia Western transfer programs.

**Required eTextbook:** Nordell, *Microsoft Access 365 Complete: In Practice*, 2021 Edition, delivered via SimNet.

**IA ISBN:** 9781265749248 – This online eTextbook with SimNet is **purchased at the time of registration for the AST 153 Class**. Students will access both in Canvas; **this will include** the Online Book and SimNet.

SimNet/SimGrader is <https://viriniawestern.simnetonline.com>

**Optional Loose Leaf Copy:** If you would like a physical copy of the eTextbook, you may purchase a loose leaf copy at VWCC's Bookstore. This does NOT replace the SimNet component required for this course.

**IA LL ISBN:** 9781265609801

**Recommended Miscellaneous Items:**

Folder and a USB (for in person courses)

## **Course Outcomes**

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

- Create and modify databases
- Manage relationships and primary keys
- Navigate through a database
- Protect and maintain a database
- Print and export data
- Create and manage database tables with unique fields and records in Access
- Create and modify a query
- Create and format forms and reports in Access
- Modify forms and reports in Access
- Earn the MOS Microsoft Office Specialist Access industry credential by successfully completing the MOS examination or complete a comprehensive Capstone Exam
- Note: Gmetrix practice is built on 2016 or 2019 Office – it's glitchy with Office 365. You have to pick and choose what works if you decide to use it.

**Topical Description**

<b>AST 153 Tentative 7-Week Course Calendar</b>	
<b>Week/Chapter Due Date</b>	<b>Topics Covered</b>
<b>Week 1</b> Due 6/11/23	Orientation Assignments/ Create SIMnet and Certiport Accounts
<b>Week 2</b> <b>Chapter 1</b> Due 6/18/23	Chapter 1—Creating a Database and Tables SIMnet Assignments
<b>Week 3</b> <b>Chapter 2</b> Due 6/25/23	Chapter 2—Using Design View, Data Validation, and Relationships SIMnet Assignments
<b>Week 4</b> <b>Chapter 3</b> Due 7/2/23	Chapter 3—Creating and Using Queries SIMnet Assignments
<b>Week 5</b> <b>Chapter 4</b> Due 7/9/23	Chapter 4—Creating and Using Forms and Reports SIMnet Assignments
<b>Week 6</b> <b>Chapter 5</b> Due 7/16/23	Exam Preparation Assignments
<b>Week 7</b> See dates to the right	MOS/Cumulative Course Exam – Due MOS Retakes, if applicable and approved – Due
<b>Week 8 – Final Exams</b>	MOS Retakes, if applicable and approved – Due

<b>AST 153 Tentative 16-Week Course Calendar</b>	
1	Syllabus/Required Orientation Assignments/Create SIMnet and CertiPort Accounts
2	Chapter 1—Creating a Database and Tables/SIMnet Assignments
3	Chapter 1—Creating a Database and Tables
4	Chapter 2—Using Design View, Data Validation, and Relationships/SIMnet Assignments
5	Chapter 2—Using Design View, Data Validation, and Relationships
6	Chapter 3—Creating and Using Queries/SIMnet Assignments
7	Chapter 3—Creating and Using Queries
8	Chapter 3—Creating and Using Queries
9	Chapter 4—Creating and Using Forms and Reports/SIMnet Assignments
10	Chapter 4—Creating and Using Forms and Reports
11	Exam Preparation Assignments
12	Exam Preparation Assignments
13	Exam Preparation Assignments
14	Exam Preparation Assignments
15	Access MOS Exam or Cumulative Course Exam
16	Access MOS Exam or Cumulative Course Exam

## **Notes to Instructors**

- Course handouts may include:
  - Instructions for Office Download
  - SimNet hardware requirements and instructions
  - CertPrep (formally called Gmetrix) instructions and access code
  - SIMnet (delivered on CertPrep platform) instructions and access code
  - MOS Access Exam Objectives
  - MOS Access Exam Retake Policy
- Use SIMnet for reading, practice, projects, and assessments
- Use SIMnet Access 2016 to enhance learning
- Use CertPrep/Gmetrix Access 2016 for practice
- Students must use the same Office product in which they use to practice in CertPrep/GMetrix/SIMnet. Ex: If the student is practicing in these platforms in Office 365, Office 365 must be locally installed (not cloud-based) on the Windows computer.
- The above is also true for MOS testing. The only exception is when using Certiport's remote exams, Exams From Home, as the remote exams are delivered by Certiport's virtual machines.
- The instructor will decide if students take the Access MOS exam or a Capstone exam through SIMnet. The Access exam and the Gmetrix/SIMnet modules are NOT available in 365 – they are only available in Office 2016 and 2019. If the instructor decides not to test the students in Access because students are using Office 365, then the instructor should create additional practice and a Capstone assignment in Access.
- SIMnet is funded through the Perkins Grant and may not always be available as an added learning resource. If not available, remove from the Course Calendar and just use SIMnet.

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)