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://virginiawestern.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://virginiawestern.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

Topical Description

AST 153 Tentative 7-Week Course Calendar	
Week/Chapter Due Date	**Topics Covered**
Week 1	Orientation Assignments/ Create SIMnet Account
Week 2	Chapter 1—Creating a Database and Tables SIMnet Assignments
Week 3	Chapter 2—Using Design View, Data Validation, and Relationships SIMnet Assignments
Week 4	Chapter 1 and 2 – Project Based Assignments
Week 5	Chapter 3—Creating and Using Queries SIMnet Assignments
Week 6	Chapter 4—Creating and Using Forms and Reports SIMnet Assignments
Week 7	Chapters 3 and 4 – Project Based Assignments

Notes to Instructors

- Course handouts may include:
  - Instructions for Office Download
  - SimNet hardware requirements and instructions
  - SIMnet (delivered on CertPrep platform) instructions and access code
- Use SIMnet for reading, practice, projects, and assessments
- Use SIMnet Access to enhance learning

ADA Statement (PDF)

Title IX Statement (PDF)