

CAS 140: Beginning Access

Introduces the basic features of Microsoft Access. Covers beginning database management concepts including tables, forms, reports, queries, and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Discusses database design issues.

Course Student Learning Outcomes

Upon successful completion of this course, student will be able to:

- Use Microsoft Access to create personal and/or business databases following current professional and/or industry standards.
- Use critical thinking skills to design and create database objects.
- Communicate in a business setting using database management vocabulary.

Credits: 3

Program: [Computer Applications Systems](#)