

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CTEC 147

**Credit Hours:** 3-3-0

**Course Title:** Advanced MS Access

**Course Prerequisites:** CTEC 100

**Textbook(s):** Friedrichsen, Lisa. Microsoft® Access® 2013: Illustrated Complete, 1<sup>st</sup> edition. Cengage. ISBN: 9781285093277

**Optional Textbook/Subscription Offers from Cengage:**

Cengage Unlimited, 1 term (4 month) Printed Access Card, 1<sup>st</sup> edition,

PAC: 9780357700037 or IAC: 9780357700006

Cengage Unlimited, Multi-term (12 month) Printed Access Card, 1<sup>st</sup> edition,

PAC: 9780357700044 or IAC: 9780357700013

Cengage Unlimited, Multi-term (24 month) Printed Access Card, 1<sup>st</sup> edition,

PAC: 9780357700051 or IAC: 9780357700020

**Course Description:** An in-depth exposure to database design using Microsoft Access. The course includes how to plan, define, create, and modify databases. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Access 2016 certification exam is optional at the conclusion of the course.

**Learning Outcomes:**

At the end of this course, the student will:

- A. create and edit brief level database;
- B. create and edit introductory level database; and
- C. create and edit complete level database.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. define and Create a database with these items field, record, table, relational database, primary key, and foreign key (A);
2. build and use queries (A);
3. build and use forms (A);
4. build and use reports (A);
5. modify data structures (A);
6. improve and enhance queries (B);
7. improve and enhance forms (B);
8. improve and enhance reports (B);
9. import and export data (B);
10. analyze database design (B);
11. create advanced queries (C);
12. create advanced reports (C);

13. create macros (C);
14. create modules and VBA (C); and
15. administer the database (C).

**Course Requirements:**

1. Achieve a course average of 70% or above.
2. Class attendance (refer to the student handbook for attendance policies).
3. Students must have access to a Windows computer, Microsoft office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

**Course Grading Scale:**

- A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = 0 - 59

**Attendance Policy:** The college attendance policy is available at <http://catalog.bpcc.edu/content.php?catoid=5&navoid=369>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**COORDINATOR FOR SECTION 504 AND ADA**

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

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Phone: 318-678-6511

Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

**Equity/Compliance Coordinator**

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.