

Microsoft Access– OCP-B

Course Objectives	Demonstrate ability to create and edit an Access database Perform basic navigating and formatting of an Access database Create and format basic queries, reports, and forms using an Access database Modify fields and define relationships between two tables
Competencies	28.02, 30.01, 30.02
Module Materials	Microsoft Office 2016, 1 st Course SAM 2016
Assignments	<u>Access Tutorial 1</u> (AC1 – AC44) 1. Log into SAM. 2. Select Activity List and complete the following: a. New Perspectives Access 2016 Module 1: Textbook Project b. New Perspectives Access 2016 Module 1: Project 1a c. New Perspectives Access 2016 Module 1: Project 1b d. Access 1 Exam Training e. Access 1 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>Access Tutorial 2</u> (AC51 – AC104) 1. Log into SAM. 2. Select Activity List and complete the following: a. New Perspectives Access 2016 Module 2: Textbook Project b. New Perspectives Access 2016 Module 2: Project 1a c. New Perspectives Access 2016 Module 2: Project 1b d. Access 2 Exam Training e. Access 2 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts