Wayne County Community College District

COURSE SYLLABUS

OIS 254   Microsoft Access Specialist

CREDIT HOURS: 3.00   **CONTACT HOURS:** 45.00

COURSE DESCRIPTION:

This course is designed for those students who want to improve their skills to create or make use of a robust database solution. This class uses Microsoft Access software, as a powerful database management system, that allows you to organize, access, and share information in databases in a very easy way. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) Access certification for standard level. MOS Access certification recognizes individuals who have achieve a certain level of mastery with Microsoft Access product.

PREREQUISITE: *BUS 225*   **RECOMMENDED:** *OIS 102*

EXPECTED COMPETENCIES: *Upon completion of this course, the student will:*

- To offer a comprehensive presentation of Microsoft Access 2013.
- To expose students to practical examples of the computer as a useful tool.
- To acquaint students with the proper procedures to create database suitable for coursework, professional purposes, and personal use.
- To help students discover the underlying functionality of Access 2013 so they can become more productive.
- To develop an exercise-oriented approach that allows learning by doing.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E