

**University of Arkansas – Fort Smith**

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**General Syllabus**

**WFL 2671 Data Control and Analysis Using Microsoft Access**

**Credit Hours:** 1

**Lecture Hours:** 1

**Lab Hours:** 0

**Prerequisite:** WFL 2661 Database Standards and Design Using Microsoft Access or departmental consent

**Effective Semester:** Summer I 2011

**I. Course Information**

**A. Catalog Description**

Advanced database skills using Microsoft Access. Topics include parameter and action queries; queries using inner, outer and self joins; forms using tab controls, subforms and option groups; reports using advanced calculations; and macros.

**B. Additional Information**

This course focuses on the advanced Access skills needed by non-technical business and industry professionals. This course is not designed for the professional database developer.

**II. Student Learning Outcomes**

**A. Subject Matter**

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

1. Create parameter queries and action queries
2. Create queries using inner, outer and self joins
3. Create forms using tab controls, subforms and option groups
4. Create reports using advanced calculations including Iif and DateDiff
5. Create macros to automate data entry and forms

**B. University Learning Outcomes**

This course enhances student abilities in the following general education areas:

**Global and Cultural Perspectives**

Course exercises and assessments use true-to-life business scenarios which address issues of diversity and global business climate.

**Communication Skills**

Class presentations will require students to exercise skills in small group and oral communication

**Analytical Skills**

Students will work with and use various complex analysis tools to solve real-world business problems.

**Technological Skills**

Students will use computer applications to support their analysis of business problems.

**III. Major Course Topics**

- A. Parameter queries
- B. Crosstab queries
- C. Action queries
- D. Archival data
- E. Query joins
- F. Advanced form design
- G. Simple macros
- H. Macros that effect data entry
- I. Advanced report design