

Course Code: CTC 178

Course Title: Database Applications II

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0407

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Database applications using Microsoft Access; creating forms and reports, advanced queries, importing and exporting data, managing field properties, and refining relationships.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of database applications.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

Credit or concurrent enrollment in CTC 177, or equivalent experience

Methods of Evaluation

A minimum of 3 lessons, 4 exams, and 3 projects.

Instructional Materials and Additional Supplies

Microsoft Access 365 In Practice, SIMnet

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Templates, Advanced Relationships, and Macros	<ol style="list-style-type: none"> 1. Create a database using Templates and Application Parts. 2. Create and customize a Relationship through the Lookup Wizard. 3. Create advanced table relationships. 4. Create and modify a basic macro. 5. Create and modify user interface macros. 	5	0	0
Creating Advanced Queries and Reports	<ol style="list-style-type: none"> 1. Create and use action queries. 2. Create advanced queries. 3. Create a report in Design view. 4. Modify a report in Design view. 5. Create calculated controls on a report. 6. Create a subreport. 7. Create and format a chart. 	5	0	0
Creating Advanced Forms	<ol style="list-style-type: none"> 1. Create a form in Design view. 2. Modify form properties. 3. Create a one-to-many form. 4. Create calculated controls on a form. 5. Modify the appearance of a form. 6. Create data validation rules for controls. 7. Create a combo box to find records on a form. 8. Create tab controls and navigation forms. 	5	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0