

Course Code: CTC 179

Course Title: Database Applications III

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; complex queries, forms and reports; using and creating templates; automation; and data integration.

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 178, or equivalent experience

Methods of Evaluation

A minimum of 4 lessons, 4 exams, and 3 projects. GMetrix test prep exams and MOS exam.

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
Integrating Applications	<ol style="list-style-type: none"> 1. Save a filter as a query. 2. Explain importing and exporting concepts. 3. Create objects by importing from other databases. 4. Create data by importing from a text file. 5. Generate data for other applications and formats. 	5	0	0
Designing and Managing Databases, and using SQL	<ol style="list-style-type: none"> 1. Create documentation of database design. 2. Rearrange the Navigation Pane. 3. Generate performance analysis using the Performance Analyzer tool. 4. Reorganize the database with the Database Splitter tool. 5. Modify database security using Access security tools. 6. Explain basic SQL. 	5	0	0
Customizing Access and using OneDrive and Office Online	<ol style="list-style-type: none"> 1. Modify Access settings. 2. Modify Office account options. 3. Organize files and folders in OneDrive. 4. Modify sharing settings for OneDrive files and folders. 5. Revise and download documents using Office Online. 6. Create content using other Microsoft 365 applications, including Forms, Sway, and OneNote. 	4	0	0
Preparing for Exam	<ol style="list-style-type: none"> 1. Use GMetrix to complete at least one CertPREP practice exam to demonstrate readiness to take MOS certification exam. 	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0