Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Erbil Technical Administration College
Department	Management
Module Name	Microsoft Access
Module Code	COM401
Degree	Technical Diploma ☐ Bachler ☐ High Diploma ☐ Master ☒ PhD ☐
Semester	Sixth Semester
Qualification	MSc in Computer Science
Scientific Title	Lecturer Assistance
ECTS (Credits)	5
Module type	Request ☒ Core ☐ Assist. ☐
Weekly hours	6
Weekly hours (Theory)	(0)hr Class	(0) Total hrs Workload
Weekly hours (Practical)	(3)hr Class	(100) Total hrs Workload
Number of Weeks	12
Lecturer (Theory)	
E-Mail & Mobile NO.	
Lecturer (Practical)	Nahla Arabi Hamdo
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Websites	Erbil poly Technique (epu.edu.iq)

Course Book

Course Description	An overview of the Database and its typical applications. The most important topics is explanation on how to create a database by creating table, query, forms and reports by explaining the importance and commonly used commands of each type.
Course objectives	*At the completion of this course the student should be able to:* • Explain the importance of creating Database • Identify the essential components of Database. • Explain Relations in DB. • Major features of each relation. • Explain Tables, Forms, Query and Reports. Demonstrate the use of Microsoft office application. Explain Access program and its important commands to create a database.
Student's obligation	The students must attend and completion of all tests, exams, seminar, reports, essay, project, quizzes and homework's.
Required Learning Materials	• Computer Lab and each student must be having its own computer. • Data Shaw

		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation		Paper Review			
	Assignments	Homework	14%	1	They perfect the topic .
		Class Activity	2%		They understand the topic.
		Report	8%	2	They get mor information about the topic.
		Seminar	10%	1	They become more confident in public speaking.
		Essay	4%	1	They improve their writing skill.
		Project	2%	2	They become more creative.
	Quiz		4%		Learn how to solve question of the topic.

	Lab.			
	Midterm Exam	60%		
	Final Exam	40%		
	Total	100%		
Specific learning outcome:	The benefit is to make the student familiar to use Access and how to create a database. Also, the student will be effective in using Microsoft word Access.			
Course References:	▪ http://www.homeandlearn.co.uk/access 2007_2010/s1p1.html ▪ Training for ICDL. ▪ Using many site and reference by internet searching.			

Practical Topics	Week	Learning Outcome
• Introduction to DB	1	Definition of DB, Starting Microsoft Access, Access Screen, Navigation Pane.
• Create Database • Create Table • Quiz.	2	Describe Data sheet view, design view, ribbon.
• Continue Create table • Operation on table	3	Add, Remove, Update, Rename and Design table, Description of data type of each field.
• Field properties. • Quiz	4	Field size, input mask, format, decimal places, default value, required, validation rule and validation text
• Key type. • Relations type.	5	Primary key, foreign key. Explanation of One-to-one relation
• Relations.	6	Explanation of One-to-Many relation.
• Relations. • Quiz	7	Explanation of Many to Many relations.
• Filter and advance filter.	8	Apply a filter to view select records in an Access database
• Queries.	9	Simple select query

	10	Make table, Append, Delete, Update table.
• Query Action • Quiz		
• Forms	11	Explain how to create a form
• Reports.	12	Design a report.

Questions Example Design

Q1: create table containing the following fields with these properties in design view:-

Field Name	Data Type	Description and field Properties
NameId	Auto Number	
FullName	Short text	All the letters will be convert to Small letters and starts with Dr.
NOFHos		The name of the field DataSheet view **Name Of Hospital** **Rahma, Par, Sardam, Rapareen**
NoOfChild	number	
Nominal Salary	number	Between 100-600
TotalSalary		NoOfChild * 25 + Nominal Salary
DateOFBirth		7-apr-99
Married	Yes/No	

Q2: create two tables the first table tblEmpDes

Field Name
DepID
DepDescription
EmpID

The second table is tblEmpname

Field Name
EmpID
EmpName

Create a relation between these two tables depends on their fields.

Extra notes: In addition to students giving reports and project, I will give them comments and questions about their project.

External Evaluator