

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
UNIFORM COURSE SYLLABUS**

**Name of Course:** Advanced Access

**Course No.** BTEC 206

**Department:** Business Technology

**Division:** Business & Economics

**I. Course Objectives**

Upon successful completion of the course, students should be able to:

- Create, organize, edit, and extract data in database files
- Link Access data to an Excel worksheet
- Link Access data to a Word document
- Build and modify tables and forms
- Refine queries
- Produce reports
- Define relationships
- Utilize web capabilities
- Use Access tools

**II. Topics to Be Studied**

Create a Database Table  
Create Relationships between Database Tables  
Create Forms, Reports, Mailing Labels, and Charts  
Use Database Wizards and Office Links  
Perform Queries and Filter Records  
Build and Modify Advanced Tables  
Build and Modify Forms  
Refine Queries  
Use Advanced Report Features  
Define Relationships  
Use Access Tools  
Integrate Access Data with Office Applications

**III. Special Projects to Be Included in Course**

Hands-on Applications

**IV. Methods of Student Evaluation**

Access Applications of Assessments  
Updated Spring 2003

**V. Assessment of Outcomes**

Successful demonstration of Word software competencies at 75 percent or above accuracy.

**VI. Other Information**

None Applicable.