

Sample Course Description Quantity Computer Applications

Microsoft Office Access

1. Course name:

Microsoft Office Access Quantum Computer Applications

2.Course Code:

WBA-31-06

3.Semester/year

The first course

4.Date of preparation of this description:

15/9/2025

5.Available attendance forms

In-person + online (when needed)

6.Number of study hours (total) / number of units (total) :

3 hours /3 units

7.Name of the course administrator

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1. Course Objectives

Objectives of the study subject

- ✓ Understand the basics of relational databases and their role in organizing data.
- ✓ Create a new database using Microsoft Access.
- ✓ Build tables with appropriate fields and data types.
- ✓ Design templates and reports to display and manage data effectively.

9.Teaching and learning strategies

Strategy

- ✓ Design professional databases using Microsoft Access.
- ✓ Manage and analyze data through tables, queries, forms, and reports.
- ✓ Develop custom database applications that meet the needs of organizations.
- ✓ Automate processes within a database using macros and VBA Understand the

principles of database design, such as data normalization and relationships between tables.

10.Course structure

Week	Credits	Required learning outcomes	Name of the unit or topic	Learning method	Method of Evaluation
1	3	Overview of Database Concepts	Overview of Database Concepts	Practical lecture	Daily
2	3	User interfaces	User interfaces	Practical lecture	Daily
3	3	Explore the Access environment	Explore the Access environment	Practical lecture	Daily
4	3	Design a database.	Design a database.	Practical lecture	Daily
5	3	Starch	Starch	Practical lecture	Daily
6	3	Create a relational database in Access	Create a relational database in Access	Practical lecture	Daily
7	3	Manage data in the table	Manage data in the table	Practical lecture	Daily
8	3	First Month	First Month	Exam	Exam
9	3	Filter Records	Filter Records	Practical lecture	Daily
10	3	Query in Database	Query in Database	Practical lecture	Daily
11	3	Summarize the data in the query	Summarize the data in the query	Practical lecture	Daily
12	3	Standards design	Standards design	Practical lecture	Daily
13	2	Continue with table data using template	Continue with table data using template	Practical lecture	Daily
14	2	Working with reports	Working with reports	Practical lecture	Daily
15	2	Second month	Second month	Exam	Exam

11.Course Evaluation

The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written and practical exams, etc.

- A. Preparation and Class Participation: 10 marks
- B. Practical tests
- C. Reports and assignments: 10 marks
- D. First Monthly Test: 10 marks
- E. Second Monthly Test: 10 marks
- F. Practical Final Examination: 15 marks
- G. Final written exam:35 marks

Total = 100 points

12. Learning and teaching resources	
Required prescribed books	Poatsy, M., Krebs, C. Cameron, E., Williams, J. & Grauer, R. (2014). Microsoft Access 2013 Boston, MA: Pearson.
Main references	Poatsy, M., Krebs, C. Cameron, E., Williams, J. & Grauer, R. (2014). Microsoft Access 2013 Boston, MA: Pearson.
Recommended supporting books and references	The primary and authoritative source for Microsoft Office Access teaching is the official Microsoft Learn website, which provides comprehensive documentation, instructional guides, and certifications such as the Microsoft Office Specialist certification confirming proficiency in using the software In addition, Microsoft Support provides live support and articles on how to use Access to build and design databases.
Electronic references, websites	Continuously update the course according to the curricula of the subject And the adoption of discreet foreign sources as well as Arab sources to follow developments in the countries of the world.