

KURIKULUM MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA BAGI KUMPULAN PENGURUSAN DAN PROFESIONAL GRED 41 HINGGA 54

1. SINOPSIS KURSUS

Kursus ini bertujuan untuk memberikan pengetahuan, kemahiran dan kecekapan kepada peserta menggunakan perisian MS ACCESS.

2. OBJEKTIF KURSUS

- i. Memberi pendedahan dan kefahaman serta kemahiran kepada peserta untuk menguruskan pangkalan data dengan lebih baik dan berkesan;
- ii. Melaksanakan proses hubungkait antara *entity* untuk menghasilkan keputusan dengan cepat; dan
- iii. Menghasilkan laporan dengan lebih efektif dan efisien.

3. TEMPOH / MASA

- i. Tempoh : 3 hari / 12 jam
- ii. Masa : 8.30 pagi – 4.30 petang

4. KUMPULAN SASARAN

Pegawai Gred 41 - 54

5. METODOLOGI PENGAJARAN DAN PEMBELAJARAN

- i. Kuliah
- ii. Latih amal
- iii. Kuiz

6. SUKATAN KURSUS

i. **Access Basics and Database Terms Planning**

a. **Access Basics**

- *Familiarity with Access Screen*
- *Ribbon and Toolbar Explanations*
- *Prebuilt Database Template Access and Creation*

b. **Database Terms Planning**

- *An Explanation of Databases in General, Database Objects Within Access and Terminology*
- *Plan Your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)*
- *Plan a Database Structure. (tables) (normalization Techniques)*
- *Create a New Database File*

ii. **Working with Tables and Entering and Editing Data**

a. **Working with Tables**

- *Design a Table, Conventions for Entering Naming Objects and Fields (Design View)*
- *Create a Table in Datasheet View and Edit Field Names*
- *Select Data Types and Enter Field Descriptions*
- *Set a Primary Key*
- *Remove a Primary Key*
- *Define Field Properties (Default values, Input Masks, Validation Rules and Format Options)*
- *Insert, Delete, Move and Rename Fields (Design View and Datasheet View)*
- *Create a Table With a Wizard*
- *Using the Ribbon to Set Field Properties*

b. **Entering and Editing Data**

- *Accessing Objects Through The Navigation Pane*
- *Switch Between Object Tabs*
- *Switch Views in Access (Design, Layout and Data Entry)*
- *Entering and Editing Data (Records & Fields)*
- *Navigating the Datasheet*
- *Working in Data Entry Mode*
- *Sorting Data, Finding & Replacing Data*

- *Hiding and Unhiding Fields*
- *Create Multiple Tables To Normalize Data*

iii. **Relationships**

- Relationships explained?*
- Different types of relationships (one to many etc)*
- Conditions needed for setting up a relationship*
- Ensuring Referential Integrity*
- Printing Relationships in a Report*
- Insert Sub Datasheets into a table*
- Change or remove Sub Datasheets from a table*
- Expand and Contract Sub Datasheets*
- Enter data in related tables*

iv. **Queries & Filters**

a. **Queries and Filters**

- *Create a Filter by Selection*
- *Create a Filter by Form*
- *Use AND/ OR Options*
- *Save a Filter as a Select Query*
- *Run a Select Query*
- *Build a Query From The Create Ribbon*
- *Creating a Query Using a Wizard*
- *Build a Query Using The Query Design Window*
- *Adding Fields to a Query, Choose Which Fields To Show*
- *Removing Fields From a Query*
- *Sort Data in a Select Query*
- *Enter Text, Numeric, Date, and Logic Criteria*
- *Enter Sub String Searches Using Wild Card Characters*
- *Use the BETWEEN, AND, OR, NOT, NULL Criteria in Your Query*
- *Calculate a Field*
- *Concatenate Text*
- *Save and Name a Query*
- *Rename, Edit or Delete a Query*

b. **Multi Table Queries**

- *Build a Query Across More Than One Table*
- *Joining Tables for a Query (more relationships)*

- *Setting Join Properties - Inner and Outer Joins*
- *Find Unmatched Records Query Wizard*
- *Find Duplicate Records Query Wizard*

v. **Creating Forms**

- a. *Create a Form Using the Auto Form Tool Tabular/Datasheet/Pivot Form Wizard*
- b. *Create a Form Using the Form Wizard*
- c. *Create a Form in Design View*
- d. *Create a Form in Layout View*
- e. *Understand The Views and Switch Between Them*
- f. *Setting Data Source for a Form*
- g. *Setting the Data Source Using SQL Source Code*
- h. *The Field List*
- i. *Resizing Forms*
- j. *Control Types*
- k. *Adding Controls*
- l. *Resize and Move Controls*
- m. *Changing Control Properties*
- n. *Selecting Controls*
- o. *Formatting Controls*
- p. *Use the Format Painter and AutoFormat*
- q. *Set Basic Form Properties*
- r. *Data Entry in Forms*
- s. *Navigation in Data Entry View*
- t. *Add, Edit, Delete a Record in Form View*

vi. **Reports**

- a. *Standard Reports Using Wizard*
- b. *Insert, Move, Size and Delete Controls*
- c. *Editing Record Source*
- d. *Page Setup*
- e. *Print Your Report*

7. BAHAN-BAHAN RUJUKAN

- i. Access 2007 : The Missing Manual – Matthew McDonald
- ii. Special Edition Using Microsoft Office Access 2007
- iii. Microsoft Access 2007 Data Analysis

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA
2. **Tajuk Pengajaran** : *Access Basics and Database Terms Planning*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran** :
 - i. Peserta boleh memahami konsep asas pangkalan data; dan
 - ii. Peserta boleh merancang reka bentuk pangkalan data
5. **Peserta Sasaran** : Pegawai Gred 41 – 54
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan dan mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugas : Latih amal, kuiz dan tugas
 - vii. Rujukan :
 - a. Access 2007 : The Missing Manual
 - b. Special Edition Using Microsoft Office Access 2007
 - c. Microsoft Access 2007 Data Analysis

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	Access basics a. <i>Familiarity with Access Screen</i> b. <i>Ribbon and Toolbar Explanations</i> c. <i>Prebuilt Database Template Access and Creation</i>	Syarah	Mendengar/ Bincang/ Latihan	2 jam	Nota / Slaid
ii.	Database Terms Planning a. <i>An Explanation of Databases in General, Database Objects Within Access and Terminology</i> b. <i>Plan Your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)</i> c. <i>Plan a Database Structure. (Tables) (Normalisation Techniques)</i> d. <i>Create a New Database File</i>	Syarah	Mendengar/ Bincang/ Latihan	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui latih amal dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA
2. **Tajuk Pengajaran** : *Working with Tables and Entering and Editing Data*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran** :
 - i. Peserta boleh membina jadual dalam pangkalan data; dan
 - ii. Peserta boleh melakukan penyuntingan dan pengemaskinian data
5. **Peserta Sasaran** : Pegawai Gred 41 – 54
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugas : Latih amal, kuiz dan tugas
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 - b. Special Edition Using Microsoft Office Access 2007
 - c. Microsoft Access 2007 Data Analysis

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Working with Tables</p> <p>a. <i>Design a Table, Conventions for Entering Naming Objects and Fields (Design View)</i></p> <p>b. <i>Create a Table in Datasheet View and Edit Field Names</i></p> <p>c. <i>Select Data Types and Enter Field Descriptions</i></p> <p>d. <i>Set a Primary Key</i></p> <p>e. <i>Remove a Primary Key</i></p> <p>f. <i>Define Field Properties (Default Values, Input Masks, Validation Rules and Format Options)</i></p> <p>g. <i>Insert, Delete, Move and Rename Fields (Design View and Datasheet View)</i></p> <p>h. <i>Create a Table with a Wizard</i></p> <p>i. <i>Using the Ribbon to Set Field Properties</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid
ii.	<p>Entering and Editing Data</p> <p>a. <i>Accessing Objects Through The Navigation Pane</i></p> <p>b. <i>Switch Between Object Tabs</i></p> <p>c. <i>Switch Views in Access (Design, Layout and Data Entry)</i></p> <p>d. <i>Entering and</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
	<i>Editing Data (Records & Fields)</i> e. <i>Navigating the Datasheet</i> f. <i>Working in Data Entry Mode</i> g. <i>Sorting Data, Finding & Replacing Data</i> h. <i>Hiding and Unhiding Fields</i> i. <i>Create Multiple Tables to Normalize Data</i>				

8. Penilaian

Penilaian yang dijalankan adalah melalui latih amal dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA
2. **Tajuk Pengajaran** : *Relationship*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran:**
 - i. Peserta boleh mengenalpasti jenis-jenis perhubungan dalam pangkalan data; dan
 - ii. Peserta boleh membina hubungkait antara jadual
5. **Peserta Sasaran** : Pegawai Gred 41 – 54
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugas : Latih amal, kuiz dan tugas
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Relationships</p> <p>a. <i>Relationships Explained?</i></p> <p>b. <i>Different Types of Relationships (One to Many etc)</i></p> <p>c. <i>Conditions Needed for Setting Up a Relationship</i></p> <p>d. <i>Ensuring Referential Integrity</i></p> <p>e. <i>Printing Relationships in a Report</i></p> <p>f. <i>Insert Sub Datasheets Into a Table</i></p> <p>g. <i>Change or Remove Sub Datasheets From a Table</i></p> <p>h. <i>Expand and Contract Sub Datasheets</i></p> <p>i. <i>Enter Data in Related Tables</i></p>	Syarah	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui latihan amal dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA
2. **Tajuk Pengajaran** : *Queries & Filters*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran:**
 - i. Peserta boleh membina *query* pangkalan data dengan mudah; dan
 - ii. Peserta boleh mahir menggunakan *query* dalam lebih daripada satu (1) jadual
5. **Peserta Sasaran** : Pegawai Gred 41 – 54
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Queries and Filters</p> <p>a. <i>Create a Filter by Selection</i></p> <p>b. <i>Create a Filter by Form</i></p> <p>c. <i>Use AND/ OR Options</i></p> <p>d. <i>Save a Filter as a Select Query</i></p> <p>e. <i>Run a Select Query</i></p> <p>f. <i>Build a Query From The Create Ribbon</i></p> <p>g. <i>Creating a Query Using a Wizard</i></p> <p>h. <i>Build a Query Using The Query Design Window</i></p> <p>i. <i>Adding Fields to a Query, Choose Which Fields to Show</i></p> <p>j. <i>Removing Fields From a Query</i></p> <p>k. <i>Sort Data in a Select Query</i></p> <p>l. <i>Enter Text, Numeric, Date, and Logic Criteria</i></p> <p>m. <i>Enter Sub String Searches Using Wild Card Characters</i></p> <p>n. <i>Use the BETWEEN, AND, OR, NOT, NULL Criteria in Your Query</i></p> <p>o. <i>Calculate a Field</i></p> <p>p. <i>Concatenate Text</i></p> <p>q. <i>Save and Name a Query</i></p> <p>r. <i>Rename, Edit or Delete a Query</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
ii.	<i>Multi Table Queries</i> a. <i>Build a Query Across More Than One Table</i> b. <i>Joining Tables for a Query (more Relationships)</i> c. <i>Setting Join Properties - Inner and Outer Joins</i> d. <i>Find Unmatched Records Query Wizard</i> e. <i>Find Duplicate Records Query Wizard</i>	Syarah	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui latihan amalan dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA

2. **Tajuk Pengajaran** : *Creating Forms*

3. **Tempoh** : 2 jam

4. **Penghasilan Pembelajaran:**

Peserta boleh mempelajari dan membina *form layout*

5. **Peserta Sasaran** : Pegawai Gred 41 – 54

6. **Pra Syarat**

- i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
- ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
- iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
- iv. Keperluan Bahan : Nota, pen dan kertas
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Creating Forms</p> <p>a. <i>Create a Form Using the Auto Form Tool Tabular/Datasheet /Pivot Form wizard</i></p> <p>b. <i>Create a Form Using the Form Wizard</i></p> <p>c. <i>Create a Form in Design View</i></p> <p>d. <i>Create a Form in Layout View</i></p> <p>e. <i>Understand the Views and Switch Between Them</i></p> <p>f. <i>Setting Data Source for a Form</i></p> <p>g. <i>Setting the Data Source Using SQL Source Code</i></p> <p>h. <i>The Field List</i></p> <p>i. <i>Resizing Forms</i></p> <p>j. <i>Control types</i></p> <p>k. <i>Adding Controls</i></p> <p>l. <i>Resize and Move Controls</i></p> <p>m. <i>Changing Control Properties</i></p> <p>n. <i>Selecting Controls</i></p> <p>o. <i>Formatting Controls</i></p> <p>p. <i>Use the Format Painter and AutoFormat</i></p> <p>q. <i>Set Basic Form Properties</i></p> <p>r. <i>Data Entry in Forms</i></p> <p>s. <i>Navigation in Data Entry View</i></p> <p>t. <i>Add, Edit, Delete a Record in Form View</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui latih amal dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (*LESSON PLAN*)

1. **Nama Kursus** : MICROSOFT ACCESS – REKA BENTUK PANGKALAN DATA

2. **Tajuk Pengajaran** : *Reports*

3. **Tempoh** : 2 jam

4. **Penghasilan Pembelajaran:**

Menghasilkan laporan dengan lebih efektif dan efisien.

5. **Peserta Sasaran** : Pegawai Gred 41 – 54

6. **Pra Syarat**

- i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	Reports a. <i>Standard Reports Using Wizard</i> b. <i>Insert, Move, Size and Delete Controls</i> c. <i>Editing Record Source</i> d. <i>Page Setup</i> e. <i>Print Your Report</i>	Syarahhan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui latih amal dan satu (1) soalan kuiz.

