CS 163.11A Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 163.11A   Title: MS ACCESS LEVEL 1
Full Title: Intro to MS Access, Level 1, for Office Professionals
Last Reviewed: 10/27/2008

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0.50		Lecture Scheduled	0.50	17.5	Lecture Scheduled		8.75
Minimum	0.50		Lab Scheduled	0	2	Lab Scheduled		0
			Contact DHR	0		Contact DHR		0
			Contact Total	0.50		Contact Total		8.75
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 17.50   Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.4A

Catalog Description:
Students will create databases and tables, work with records, create queries, create forms and reports, and enhance forms and reports.

Prerequisites/Corequisites:

Recommended Preparation:
CS 166.12 (or BOT 161.2)

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will create databases and tables, work with records, create queries, create forms and reports, and enhance forms and reports. (P/NP Only)
Prerequisites/Corequisites:
Recommended: CS 166.12 (or BOT 161.2)
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Design databases by identifying components and designing data tables
2. Examine Access objects such as tables, queries, forms, and reports
3. Create databases and tables by using the table design window, determining field names and data types, and assigning a primary key
4. Work with records by adding, editing, deleting, and sorting records
5. Work with table structure by modifying the table design and setting field properties
6. Find records by using comparison operators
7. Locate information by creating filters by form and by input
8. Create select queries to select tables and fields as well as hide and sort fields in result sets
9. Modify query design by adding, deleting, inserting, and moving fields
10. Create forms using AutoForm and Form Wizard
11. Work with Controls: adding, deleting, moving, sizing, and aligning.
12. Create forms by using Design View
13. Create reports using AutoReport and Design View
14. Enhance forms and reports by AutoFormat, applying special effects, and adding graphics
15. Repeating students will apply software version changes

Topics and Scope:

1. Designing databases
   A. Identifying database components
   B. Designing data tables
   C. Designing relational databases
2. Examining Access objects
   A. Starting Access and open a database
   B. Exploring the database window
   C. Examining tables, queries, forms, reports

D. Using the Office Assistant
E. Exiting Access
3. Creating databases and tables
   A. Creating new databases
   B. Creating tables by using the table design window, determining field names and data types, assign a primary key, and use a table wizard
4. Working with records
   A. Modifying datasheet layout by changing column widths, move columns, and hide and show columns
   B. Adding, edit, delete, and sort records
5. Working with table structure
   A. Modifying table design by adding, deleting, moving, and renaming fields
   B. Setting field properties by limiting field size and setting field formats
6. Locating information
   A. Finding records
   B. Understanding comparison operators
   C. Using filters by creating filters by selection, excluding selection, by form, and for input
7. Using select queries
   A. Create select queries by selecting tables to query, selecting fields to query, and hiding and sorting fields in result sets
   B. Apply filters to query result sets
   C. Modify query design by adding, deleting, inserting, and moving fields as well as setting field properties for query fields
   D. Specify criteria and multiple criteria
8. Creating and using forms
   A. Creating forms using the AutoForm and Form Wizard
   B. Work with controls by adding, deleting, moving, sizing, and aligning controls
   C. Work with control and form properties
   D. Creating forms using design view
   E. Adding records using forms
   F. Printing forms
9. Creating and using reports
   A. Create reports using Auto Report
   B. Work with report sections
   C. Work with controls by moving and sizing controls as well as grouping and sorting records
   D. Work with control and report properties
   E. Create reports using design view
   F. Print reports
10. Enhancing forms and reports
    A. Formatting with AutoFormat
    B. Changing the appearance of forms and reports by applying special effects and coloring forms and reports
    C. Using form sections
    D. Adding graphics by drawing lines and rectangles as well as inserting graphic images
11. Repeating students will learn about software version changes

Assignment:

Complete exercises and projects
Tests and quizzes
Participate in class discussions
Completion of class performances
Repeating students will report on software version changes

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems and projects	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software uses.	Skill Demonstrations 10 - 65%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes and exams	Exams 10 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation, staying on task.	Other Category 5 - 30%

Representative Textbooks and Materials:
Instructor prepared materials