

**CS 63.11B Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: CS 63.11B Title: MS ACCESS, PART 2

Full Title: Microsoft Access, Part 2

Last Reviewed: 8/28/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BOT 73.14B

**Catalog Description:**

An advanced database course for the student who wants to become proficient in database management software. Students will perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, Structured Query Language (SQL),

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in CS 63.11A

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: An advanced database course for the student who wants to become proficient in database management software. Students will perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, Structured Query

Language (SQL), (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 63.11A

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Use Access to create and design a database
2. Analyze and query data generate meaningful reports
3. Create macros to automate functions within the database
4. Demonstrate ability to enhance a database with customized forms and reports
5. Integrate data from other programs into Access

### **Objectives:**

Upon completion of the course, students will be able to:

1. Apply database terminology and concepts.
2. Enter, edit, validate, sort, find, and filter data in tables as well as link, import, and export tables.
3. Query and select records, update tables, add new records; create multi-table, crosstab, and action queries.
4. Use operators and expressions to manipulate data.
5. Create basic forms, custom multi-table forms, advanced reports, labels.
6. Work with SQL (Structured Query Language).

### **Topics and Scope:**

- I. Creating Reports and Forms
  - A. Report creation
  - B. Multi-Table reports
  - C. Form creation
- II. Multi-Table Forms

- A. Adding special fields
- B. Updating new fields
- C. Multi-table form techniques
- D. Date, memo, and yes/no fields in queries
- E. Datasheets in forms
- F. Creating a multi-table form based on the “many” table
- III. Using Macros, Switchboards, Pivot Tables and Pivot Charts, and Structured Query Language (SQL)
  - A. Creating and using macros
  - B. Creating and using a switchboard
  - C. Creating new tables
  - D. Pivot Tables and Pivot Charts
- IV. Using SQL [Structured Query Language]
  - A. SQL queries
  - B. Sorting and grouping
  - C. Joining tables
- V. Advanced Report Techniques
  - A. Creating reports in design view
  - B. Mailing Labels
- VI. Advanced Form Techniques
  - A. Creating a form with combo boxes, command buttons, and option groups
  - B. Creating a multi-page form
- VII. Administering a Database System
  - A. Converting databases
  - B. Microsoft Access Tools
  - C. Navigation pane
  - D. Table and database properties
  - E. Special field properties
  - F. Creating and using indexes
  - G. Automatic error checking
  - H. Smart tags
  - I. Database options
  - J. Encrypting a database
  - K. Digital certificates
  - L. The Trust Center
  - M. Locking a database
  - N. Splitting database
  - O. Integrating data

### **Assignment:**

1. Completion of exercises and drills using software functions and formatting.
2. Design a final project based on a chosen business problem, synthesizing and applying at least 15 features used in class.
3. Quizzes or tests (2 - 8)
4. Attendance and participation in classroom and/or online environment.
5. Read 15 to 20 pages per week in a semester length course.

### **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.

Exercises and drills

Problem solving  
20 - 50%

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

Final project and assignments

Skill Demonstrations  
40 - 60%

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

Quizzes or tests

Exams  
5 - 20%

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

Attendance and participation

Other Category  
0 - 10%

### **Representative Textbooks and Materials:**

Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive. Pratt, Phillip and Last, Mary. Course Technology. 2016