BOT 73.14B Course Outline as of Spring 2001

CATALOG INFORMATION

Dept and Nbr: BOT 73.14B   Title: MS ACCESS EXPERT LEVEL
Full Title: MS Access Expert Level for the Office Professional
Last Reviewed: 8/28/2017

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled		17.50
Minimum	1.50		Lab Scheduled	0	4	Lab Scheduled		0
			Contact DHR	1.50		Contact DHR		26.25
			Contact Total	2.50		Contact Total		43.75
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 35.00   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 86.61

Catalog Description:
Designed for the office professional or other serious personal computer user. Emphasizes customizing an existing database by creating conditional parameter queries, using conditional macros, popup forms, multi-page forms, and specialized reports.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion or Concurrent Enrollment in CS 63.1A (or CS 63.11A or BOT 73.14A)

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for the office professional or other serious personal computer user. Emphasizes customizing an existing database by creating conditional parameter queries, using conditional macros, popup forms, multi-page forms, and specialized reports. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Course Completion or Concurrent Enrollment in CS 63.1A (or CS 63.11A or BOT 73.14A)

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2000	Inactive:	Fall 2022
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Create or modify an existing database using a switchboard
2. Add popup forms
3. Create conditional queries
4. Create conditional macros
5. Create multi-page tabbed forms
6. Create specialized reports

Topics and Scope:

1. Create or modify an existing database using a switchboard
   A. List the principle behind a switchboard
   B. Create multiple switchboard pages
   C. Add graphic image to switchboard
   D. Describe how to work with properties
2. Add popup forms
   A. Define the use of a popup form
   B. Create a popup form
   C. Use popup form while entering information in database
3. Create conditional queries
   A. Explain when/how to use a conditional query
   B. Create conditional queries
   C. Use conditional queries to create reports
4. Create conditional macros
   A. Create macros that will run based on conditions supplied upon execution of the macro
   B. Run macros to create specialized reports
   C. Create macros that will automate printing of specific records

5. Create multi-page tabbed forms
    A. Design and create forms without using the wizard
    B. Create forms that have multiple pages
6. Create reports
    A. Create label reports that will print automatically based on macros
    B. Create reports that have running sums
    C. Create reports based on specific conditions using macros and queries

Assignment:

Reading assignments from textbook and outside sources.
Hands-on computer activities.

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.

Quizzes, Application problems

Problem solving
20 - 50%

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

Software functions

Skill Demonstrations
30 - 60%

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

Multiple choice, True/false, Production exams

Exams
20 - 50%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:
Microsoft Access 2000, Course Technology, 2000