BOT 73.14B Course Outline as of Fall 2009

CATALOG INFORMATION

Dept and Nbr: BOT 73.14B   Title: MS ACCESS, EXPERT
Full Title: Microsoft Access, Expert
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	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		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:
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), and Visual Basic for Access.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in CS 63.1A (or CS 63.11A or BOT 73.14A)

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), and Visual Basic for Access. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 63.1A (or CS 63.11A or BOT 73.14A)
Recommended:
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:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Apply database terminology and concepts.
2. Describe and use RDA (Resource Description and Access) design, terminology, and implementation.
3. Use navigation features and structures to expedite the design/use of database objects.
4. Enter, edit, validate, sort, find, and filter data in tables as well as link, import, and export tables.
5. Query and select records, update tables, add new records; create multi-table, crosstab, and action queries.
6. Use operators and expressions to manipulate data.
7. Create basic forms, custom multi-table forms, advanced reports, labels.
8. Work with SQL (Structured Query Language).
9. Work with Access VBA (Visual Basic for Access) to enter and test code and user-defined functions.
10. Manipulate DAO (Data Access Object) classes and use ODBC (Open Database Connectivity) Direct.
11. Convert Access macros to VBA code to respond to events.
12. Implement combo and list boxes with VBA code to create interactive forms.

Topics and Scope:

1. Creating Reports and Forms
    a. Report creation
    b. Multi-Table reports

    c. Form creation
2. 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
3. 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
4. Using SQL [Structured Query Language]
    a. SQL queries
    b. Sorting and grouping
    c. Joining tables
5. Advanced Report Techniques
    a. Creating reports in design view
    b. Mailing Labels
6. Advanced Form Techniques
    a. Creating a form with combo boxes, command buttons, and option groups
    b. Creating a multi-page form
7. 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

Assignment:

1. Completion of exercises and drills using software functions and formatting.
2. Submission of assignments to an online drop box.
3. Design a final project based on a chosen business problem, synthesizing and applying at least 15 features used in class.
4. Multiple choice quizzes or tests, taken online.
5. Attendance and participation in classroom and/or online environment.
6. 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.

Application problems, Final project	Problem solving 20 - 50%

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

Software functions, Final project	Skill Demonstrations 40 - 60%

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

Multiple choice, True/false, Production exams	Exams 5 - 20%

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

Attendance and participation in classroom and online environment	Other Category 0 - 10%

Representative Textbooks and Materials:
Microsoft Office Access 2007: Comprehensive Concepts and Techniques (1st). Shelly, Cashman, & Pratt. Thomson Course Technology: 2007