CS 63.11B Course Outline as of Fall 2018

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

Approval and Dates

Version:	06	Course Created/Approved:	5/8/2000
Version Created:	3/29/2017	Course Last Modified:	12/1/2021
Submitter:	Dave Harden	Course last full review:	8/28/2017
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	8/28/2017
Version Status Date:	8/28/2017	Semester Last Taught:	Spring 2020
Version Term Effective:	Fall 2018	Term Inactive:	Fall 2022

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

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	U	User Generated Text
Advisories-generate description:	NA	No Advisory
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	Y	Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

OTHER CODES

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online
		Partially Online
		Online with flexible in-person activities
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course

In-service: N Not an in-Service Course