### CS 63.1A Course Outline as of Summer 2025

# **CATALOG INFORMATION**

Dept and Nbr: CS 63.1A Title: MS ACCESS, PART 1 Full Title: Microsoft Access, Part 1 Last Reviewed: 2/12/2024

Units		<b>Course Hours per Week</b>		Nbr of Weeks	<b>Course Hours Total</b>	
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:	CS 63.11A

#### **Catalog Description:**

In this course, students will learn to create Microsoft Access database objects. Features include database creation, introduction to database administrative tasks, data input, storage, retrieval, editing, and reporting.

**Prerequisites/Corequisites:** 

**Recommended Preparation:** 

**Limits on Enrollment:** 

#### **Schedule of Classes Information:**

Description: In this course, students will learn to create Microsoft Access database objects. Features include database creation, introduction to database administrative tasks, data input, storage, retrieval, editing, and reporting. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Limits on Enrollment:

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

AS Degree: CSU GE:	Area Transfer Area		Effective: Effective:	Inactive: Inactive:	
IGETC:	Transfer Area		Effective:	Inactive:	
CSU Transfer:	Transferable	Effective:	Fall 2000	Inactive:	
UC Transfer:		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. Utilize Access to create and process data in a database.
- 2. Analyze and query data to generate meaningful reports.

## **Objectives:**

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

- 1. Identify database concepts and terminology.
- 2. Construct the purpose and appearance of data objects.
- 3. Create database objects and add, edit, modify, and delete records.
- 4. Modify table structure and enhance views.
- 5. Create queries and reports to display specific results.

# **Topics and Scope:**

- I. Using a Database
  - A. Create a database file
  - B. Create a table and add records
  - C. Develop customized reports
  - D. Create and utilize forms
  - E. Access Microsoft Help as a resource
  - F. Identify database objects
- II. Querying a Database
  - A. Create queries using the simple query language and design view
  - B. Add text and numeric data to criteria
  - C. Save and use a query
  - D. Sort data and join tables in queries
  - E. Create a report based on a query
  - F. Calculate statistics in queries
  - G. Add compound criteria to queries

#### III. Maintaining a Database

- A. Establish table relationships
- B. Add, change, and delete records
- C. Search and filter records
- D. Update a table design
- E. Format a datasheet
- F. Create action queries to update records
- G. Sort database records

#### Assignment:

- 1. Reading approximately 40-70 pages per week in textbook
- 2. Completion of weekly assignments, textbook exercises, and/or homework
- 3. Final project to demonstrate skills presented in class
- 4. Quizzes or tests (2-8)
- 5. Additional assignments as determined by instructor

# 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.

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

Weekly assignments, textbook exercises, and/or homework

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

Final project; Weekly assignments, textbook exercises, and/or homework

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

Quizzes or tests

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

Attendance and participation; additional assignments if assigned

Writing 0 - 0%

Problem solving 20 - 70%

Skill Demonstrations 10 - 50%

> Exams 5 - 30%

Other Category 0 - 10%

**Representative Textbooks and Materials:** Shelly Cashman Series Microsoft Office 365 & Access 2019: Comprehensive. Cable, Sandra and Monk, Ellen. Cengage. 2020