

**CS 63.1A Course Outline as of Fall 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		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: 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:

Transfer Credit: CSU;  
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>	Transferable	Effective: Fall 2000	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. 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.

Writing  
0 - 0%

**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

Problem solving  
20 - 70%

**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

Skill Demonstrations  
10 - 50%

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

Quizzes or tests

Exams  
5 - 30%

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

Attendance and participation; additional assignments if assigned

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

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