CS 63.11A Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: CS 63.11A 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:	BOT 73.14A

Catalog Description:
Learn to use Windows database management software package, Microsoft Access, with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Learn to use Windows database management software package, Microsoft Access, with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
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:
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. Use Access to create and process data in a database.
2. Analyze and query data to generate meaningful reports.
3. Demonstrate ability to create, maintain, update and format a table design.

Objectives:
At the conclusion of this course, the student should be able to:
1. Explain basic database concepts and terminology
2. Assess the purpose and appearance of data objects
3. Demonstrate ability to manipulate data files
4. Create databases and add, edit, modify, and delete records
5. Select appropriate table structures, modify, and enhance views
6. Create queries and reports to display specific results
7. Originate queries on multiple tables and analyze information

Topics and Scope:

I. Using a Database
   A. A database that satisfies a collection of requirements
   B. Access window features
   C. Creating a database
   D. Creating a table and adding records
   E. Custom reports
   F. Split forms
   G. Access HELP as a resource
   H. Data objects
II. Querying a Database
   A. Creating queries using the simple query wizard
   B. Creating queries using design view

C. Text and numeric data in criteria
D. Saving a query and using the saved query
E. Sorting data and joining tables in queries
F. Creating a report from a query
G. Calculating statistics in queries
H. Compound criteria in queries
I. Query reports
J. Table relationship

III. Maintaining a Database
A. Adding, changing, and deleting records
B. Search and filter records
C. Updating a table design
D. Formatting a datasheet
E. Action queries to update records
F. Single-valued and multi-valued Lookup fields
G. Sorting records

Assignment:

1. Reading of approximately 20 pages per week in textbook
2. Completion of exercises and drills
3. Final project uploaded online to demonstrate skills presented in class
4. Quizzes or tests (2 - 8)

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, exercises and drills	Skill Demonstrations 40 - 50%

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