

CAOT R124: MICROSOFT ACCESS

Originator

hbouma

College

Oxnard College

Discipline (CB01A)

CAOT - Computer Apps/Office Tech

Course Number (CB01B)

R124

Course Title (CB02)

Microsoft Access

Banner/Short Title

Microsoft Access

Credit Type

Credit

Start Term

Fall 2021

Formerly

CIS R024A

Catalog Course Description

This course provides in-depth knowledge of the concepts behind a database management system and focuses on issues related to practical database design. Students will learn to create conceptual, logical and physical designs of relational databases in response to a set of user requirements. The student will design and implement databases utilizing Microsoft Access.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Credit by exam, license, etc.
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

43.75

Maximum Contact/In-Class Lecture Hours

43.75

Activity

Laboratory

Minimum Contact/In-Class Laboratory Hours

26.25

Maximum Contact/In-Class Laboratory Hours

26.25

Total in-Class**Total in-Class****Total Minimum Contact/In-Class Hours**

70

Total Maximum Contact/In-Class Hours

70

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

87.5

Maximum Outside-of-Class Hours

87.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Create tables, forms, queries, and reports. |
| 2 | Create a multi-table database. |
| 3 | Create database reports using a variety of report formats. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Define the role of databases and database management systems in managing organizational data and information |
| 2 | Create and use a database |
| 3 | Create and run queries |
| 4 | Maintain and customize a database |
| 5 | Export and Import XML data |
| 6 | Design and create tables |
| 7 | Create macros and PivotCharts |
| 8 | Design and use advance report techniques |
| 9 | Use the data definition, data manipulation, and data control language components of Structured Query Language(SQL) |

10	Write VBA code to modify database features
11	Describe and create the key principles of data security and identify data security risk and violations in data management system design

Course Content

Lecture/Course Content

1. Create and use a database
 - a. Create tables, forms, queries and reports
 - b. Add primary keys and indexes
 - c. Customize forms and reports
 - d. Modify and format queries
2. Maintain a database
 - a. Modify, add and delete records
 - b. Format a datasheet
 - c. Create validation rules and default values
 - d. Use and apply referential data integrity
3. Create a switchboard, macros and PivotCharts
 - a. Create and modify macros
 - b. Format PivotCharts
 - c. Use and apply the Wizard design features to create a switchboard
 - d. Add macros to enhance switchboard functionality
4. Use VBA and SQL
 - a. Create functions in a standard module
 - b. Write SQL to update queries
 - c. Write VBA to update controls
 - d. Apply controls to forms
 - e. Add hyperlinks to tables
 - f. Add security code

Laboratory or Activity Content

1. Design and create a database and database objects
 - a. Create a table, query, form, and report
 - b. Add data, define fields, and assign a primary key
2. Query the database
 - a. Create and use parameter queries
 - b. Use compound criteria in queries
 - c. Perform calculations and calculate statistics in queries
3. Maintain a database
 - a. Create and use action queries
 - b. Update validation rules, default values and formats
 - c. Create and use multivalued lookup fields and referential integrity
 - d. Create macros
 - e. Use SQL to enhance the database
4. Create and enhance multiple-tables in the database
 - a. Add OLE objects and attached fields
 - b. View and analysis object dependencies
5. Use and create advance techniques in the report object
 - a. Group and ungroup report controls
 - b. Update multiple report controls
6. Create advance techniques in the form object
 - a. Create and use tab controls to create a multipage form
 - b. Add and modify a subform
 - c. Create combo boxes and modify buttons

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Essay exams
Individual projects
Laboratory activities
Laboratory reports
Problem-Solving Assignments
Problem-solving exams
Quizzes
Reports/papers
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Computer-aided presentations
Class discussions
Case studies
Distance Education
Demonstrations
Instructor-guided use of technology
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Instructional methodology may include providing PowerPoint presentations that illustrate concepts, principles, terminology, and skills to be learned. Case studies may be provided to allow students to apply chapter skills to a variety of scenarios. Class discussions may be provided to focus on specific skills. Laboratory exercises may be provided to reinforce learned skills such as creating documents, spreadsheets, databases, and inserting graphics and photos.

Representative Course Assignments

Writing Assignments

1. Students may be required to write the specifications for the design of the database. This documentation includes the report design, data dictionary analysis, flowcharts and detailed procedures for the data entry process.

Critical Thinking Assignments

Students may be required to respond to discussion questions regarding applying technology skills to occupational and personal activities. Students may be required to apply technology skills to business problems.

Reading Assignments

1. Students may be required to study the information in each chapter of the textbook on topics such as creating databases by utilizing good design procedures, creating tables with appropriate field names, how to design and run queries, reports and forms.
2. Students may be required to study material presented on companion websites such as, Myitlab.com

Skills Demonstrations

Students may be required to demonstrate technology skills to solve business problems in areas such as advertising, financial documents, sales presentations, and inventory management.

Other assignments (if applicable)

1. Students may be required to create PivotCharts and use specific formatting techniques for customized data reporting.

Outside Assignments

Representative Outside Assignments

1. Reading

- a. Students may be required to study the information in each chapter of the textbook.
- b. Students may be required to study material presented on the World Wide Web at sources listed in various chapters in the textbook.

2. Writing

- a. Students may be required to write a paper demonstrating their ability to describe how to enter text in a Word document, save a document, insert clip art in a document, apply formatting styles to text in a document, enter text and numbers in a worksheet, how to save, close, and open a workbook, create a database, create a table and add records, create a query, a form, and a report, and describe the various functions in the Access window.

3. Other

- a. Students may be required to create documents using various computer technologies.
- b. Students may be required to be able to perform basic file management such as copying, moving, renaming, deleting files, and creating folders.
- c. Assignments listed in previous sections.

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****CSU GE-Breadth****Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****Area F: Ethnic Studies****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

DescriptionPratt, P., & Last, M. (2017). *Microsoft Access 2016* (1). Cengage. 1285169077**Resource Type**

Other Instructional Materials

Description

Students need MS Access 2013 software..

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
E-mail	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p>
Video Conferencing	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.</p>

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
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100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
E-mail	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p>

Video Conferencing

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.

Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.

Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.

Examinations**Hybrid (1%–50% online) Modality**

Online

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications**Minimum Qualifications**

Office Technologies

Review and Approval Dates**Department Chair**

08/21/2020

Dean

08/21/2020

Technical Review

08/26/2020

Curriculum Committee

08/26/2020

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/25/2020

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000527096

DOE/accreditation approval date

MM/DD/YYYY

