

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CITY, MESA, AND MIRAMAR COLLEGES  
ASSOCIATE DEGREE COURSE OUTLINE**

**SECTION I****SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 151**COURSE TITLE:** Introduction to Microsoft Access**Units: 1**  
Grade Only**CATALOG COURSE DESCRIPTION:**

This course covers basic Access skills. Students receive hands-on practice in creating, modifying, and sorting database tables, performing queries, creating reports, and designing forms. This course, or sections of this course, may be offered through distance education.

**REQUISITES:****Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5  
&  
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5  
&  
CBTE 103 with a grade of "C" or better, or equivalent  
&  
CBTE 111 with a grade of "C" or better, or equivalent

**FIELD TRIP REQUIREMENTS:** May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 12 - 13.5**TOTAL LAB HOURS:** 12 - 13.5**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Identify the features and components of Microsoft Access.
2. Build, revise, and enhance a worksheet.
3. Design, create, and customize a database.
4. Work with tables, including modifying the table structure.
5. Perform queries to retrieve database information.
6. Create and customize Access reports.
7. Create forms.

**SECTION II****1. COURSE OUTLINE AND SCOPE:**

## A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Distance learning students will complete the same course content.
  - A. The following topics may be included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis may vary with each instructor.
  - B. Components and Features of Microsoft Access
    1. database terminology
    2. Access database objects
    3. using the mouse and keyboard
    4. application and database windows
    5. menu bar and shortcut menus
    6. toolbars
    7. status bar
    8. dialog box
  - C. Opening a Database
  - D. Working in Datasheet View
    1. moving around a datasheet
    2. customizing datasheet view
  - E. Manipulating Table Data
    1. the Undo command
    2. editing table data
    3. saving changes
    4. adding and deleting records
  - F. Getting Help
    1. context-sensitive help
    2. Office Assistant
    3. Help topics window
  - G. Closing a Database and Exiting Access
  - H. Designing a Database
    - I. Creating a Database
    - J. Creating a Table
      1. creating a table structure
      2. setting a primary key
      3. defining and removing indexes
    - K. Adding Records
    - L. Creating A Simple Form
      1. using the AutoForm Wizard
      2. Navigating a Form
    - M. Customizing the Datasheet View
      1. adjusting column widths
      2. adjusting row heights
      3. reordering fields
      4. saving the datasheet layout
    - N. Modifying the Table Structure
      1. inserting and deleting fields
      2. setting field properties
      3. removing database objects
    - O. Printing a Datasheet
    - P. Linking and Importing Data
    - Q. Sorting a Table
    - R. Retrieving Information
      1. using filters
      2. query fundamentals
      3. using the query design window
      4. specifying search criteria
      5. advanced query operations
      6. querying multiple tables

- S. Creating a New Report
  - 1. using the AutoReport Wizards
  - 2. using the Report Wizard
  - 3. creating a filtered report
- T. Creating Mailing Labels
- U. Using Report Design View
- V. Customizing a Report
- W. Working with Forms
  - 1. creating a new form
  - 2. creating a multiple-table form
  - 3. using the form design view
  - 4. creating a command button
- X. Managing Your Database
  - 1. working with objects
  - 2. publishing objects for the Internet
  - 3. setting object and database properties

**B. Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

- I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:
- II. 1. Read articles in computer periodicals such as PC World, Windows Magazine, and PC Magazine and pages on the Internet.
- III. 2. Read information from articles distributed by the instructor, such as:
- IV. "Customizing Datasheets," Inside Microsoft Access, Polly Blakemore, February 1997.  
<http://www.cobb.com>.
- V. "Formatting Dates for the Millennium," Inside Microsoft Access, Bob Lilly, January 1997.  
<http://www.cobb.com>.
- VI. "Overview of New Features," Microsoft Access 97 Product Enhancement Guide, 1997, Microsoft Corporation, <http://www.microsoft.com/office/office97>.

**C. Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Distance learning students will submit their assignments electronically. Critical thinking assignments may include, but are not limited to the following.
- II. 1. Customize the display of a table by trying various font typefaces, sizes, styles, and colors.
- III. 2. Decide which field in a table should be specified as the primary key.
- IV. 3. Select data types in the Data Type column when defining a new table structure.
- V. 4. Evaluate which type of filtering method will yield the desired display of records.

**D. Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. Distance learning students will electronically submit a report of their outside assignments. Outside assignments may include, but are not limited to the following:
- II. 1. Practice Access features on a home or office computer.
- III. 2. Develop a portfolio of tables, reports, and forms created in Access.
- IV. 3. Create a database to store personal-business data.
- V. 4. Ask the Office Assistant for help on "Publishing to the Internet" and practice the procedures.

**E. Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following.
- II. 1. Write a database design plan that states your expectations of the database in terms of the queries and reports desired from the system.
- III. 2. Write a database design plan that states the goal, explains what to include in the database, and

then divide the information into separate fields for flexibility in searching, sorting, and manipulating the data.

IV. 3. Compose descriptions and enter them into the Description text box of the Properties window for each new table created.

## **2. METHODS OF EVALUATION:**

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in this course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Evaluation methods may include but are not limited to the following:

II. A. Responses on objective-item midterm and final examinations that test for identification of components and features of Access.

III. B. Responses on unit review questions.

IV. C. Accuracy and completeness of database tables.

V. D. Accuracy, completeness, and enhancements of forms.

VI. E. Accuracy and completeness of reports.

## **3. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to, the following:

\* Distance Education

\* The appropriate methods of instruction will be determined by each instructor and may include but are not limited to those listed, as well as any other unique instructional strategies as shall be determined by each instructor. Distance learning students will attend regular electronic conferences, or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

\* A. Computer-assisted instruction

\* B. Electronic lectures in which students are taught in front of the computer

\* C. Audio-visual aids

\* D. Textbook

\* E. Handouts

## **4. REQUIRED TEXTS AND SUPPLIES:**

Textbooks may include, but are not limited to:

### **TEXTBOOKS:**

1. ADAMSKI. NEW PERSP ON MS ACCESS 97:INTRO, 1 ed. COURS, ISBN: 0760052530

2. COURSE. MICROSOFT ACCESS 97 ILLUS STAND FIRST CRS, 1 ed. REDING, ISBN: 0760046972

3. COURSE. MICROSOFT ACCESS 97 ILLUS PLUS, 1 ed. REDING, ISBN: 0760051577

### **MANUALS:**

### **PERIODICALS:**

### **SOFTWARE:**

### **SUPPLIES:**

**ORIGINATOR:** Curricunet Version 2  
**ORINATION DATE:** 02/25/1999  
**PROPOSAL ORIGINATOR:** Shirley Orsinelli  
**CO-CONTRIBUTOR(S)**  
**PROPOSAL DATE:** 05/14/1998