Degree Applicable

Glendale Community College
January, 2012

COURSE OUTLINE

Computer Applications & Business Office Technologies 276
Microsoft Office Specialist (MOS):
Microsoft Access II

I. Catalog Statement

Computer Applications & Business Office Technologies 276 provides students with advanced features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Access. Some of the topics for this course consist of creating a report using design view; enhancing forms with Object Linking and Embedding (OLE) fields, hyperlinks, and subforms; and customizing forms using Visual Basic for Applications (VBA), charts, and Pivot Table objects.

Units – 3.0 (8 weeks)
Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 275 or equivalent.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

Before enrolling in the course, the student should be able to:
1. plan and design databases;
2. work with Access;
3. build and modify tables;
4. build and modify forms;
5. view and organize information;
6. define relationships;
7. assess his/her readiness to take the core certification test.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. enhance forms with OLE fields, hyperlinks, and subforms;
2. create an application system using macros, wizards, and the Switchboard Manager,
3. integrate Excel worksheet data into an Access database;
4. create a report using design view;

5. customize forms using Visual Basic for Applications (VBA), charts, and PivotTable objects;

IV. Course Content — Total Contact Hours = 48

A.	Enhancing forms with OLE fields, hyperlinks, and subforms	10 hours
B.	Creating an application system using macros, wizards, and Switchboard Manager	10 hours
C.	Integrating Excel worksheet data into an Access database	8 hours
D.	Creating a report using Design View	10 hours
E.	Customizing forms using Visual Basic for Applications (VBA), charts, and PivotTable objects	10 hours

V. Methods of Presentation

The following instructional methodologies may be used in the course:
1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

VI. Assignments and Methods of Evaluation

1. In-class case problems which incorporate critical thinking and problem solving with computer skills proficiency.
2. Lab assignments used to reinforce case problems.
3. Online tutorials/trainings.
4. Final examination.

VII. Textbook

Shelly, G., Pratt, P., Last, M. Microsoft Access 2010 Comprehensive.
Boston, MA: Course Technology, Cengage Learning, 2012.
11th Grade Textbook Reading Level. ISBN: 1-4390-7902-1

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

1. enhance forms and reports with Object Linking and Embedded (OLE) fields, hyperlinks, and subforms;
2. embed and link objects created in other programs;
3. create, modify and run macros to automatically execute a series of tasks;
4. create an application system using macros, wizards, and the Switchboard Manager;
5. customize forms and reports.