

## STV113 : Microsoft Access

### General Information

Author:	<ul style="list-style-type: none"><li>• Maria Czech</li></ul>
Course Code (CB01) :	STV113
Course Title (CB02) :	Microsoft Access
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0702.10) Software Applications
CIP Code:	(11.0601) Data Entry/Microcomputer Applications, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608711
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 113 is a basic introduction to database using Microsoft Office Access. This beginning level course teaches students how to create tables, define fields, open and close tables, create relationships between tables, sort tables, and create reports and forms. Lecture/Demonstration 48 hours. Note: This course is a pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>• Noncredit</li></ul>
Mode of Delivery:	
Author:	
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>• Vocational (short-term): Non-Credit</li></ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

## Course Development

### Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

### Course Special Class Status (CB13)

Course is not a special class.

### Pre-Collegiate Level (CB21)

Not applicable.

### Grading Basis

- Pass / No-Pass Only

### Course Support Course Status (CB26)

Course is not a support course

## General Education and C-ID

### General Education Status (CB25)

Not Applicable

### Transferability

Not transferable

### Transferability Status

Not transferable

## Units and Hours

### Summary

**Minimum Credit Units (CB07)** 0

**Maximum Credit Units (CB06)** 0

**Total Course In-Class (Contact) Hours** 48

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 48

### Credit / Non-Credit Options

#### Course Type (CB04)

Non-Credit

#### Noncredit Course Category (CB22)

Short-Term Vocational.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

#### Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	48	0
Laboratory Hours	0	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	48
Laboratory	0
Studio	0

**Total** 48

**Course Out-of-Class Hours**

Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	<b>0</b>

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

**Advisory**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Objectives**

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

**AND**

**Advisory**

STV100 - Beginning Microsoft Word (in-development)

**Objectives**

- Format characters, paragraphs, and sections in a document.
- Utilize spell check.
- Create, edit, save, retrieve, and print documents.
- Apply file maintenance on files and folders.

**OR**

**Advisory**

STV90 - Microsoft Excel (in-development)

**Objectives**

- Use cells.
- Format worksheets.
- Complete worksheets and workbooks.
- Employ formulas and functions.
- Create and format charts.

## Entry Standards

Entry Standards

## Course Limitations

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Laboratory

Methods of Instruction

Discussion

Methods of Instruction

Multimedia

Methods of Instruction

Collaborative Learning

Methods of Instruction

Demonstrations

### Out of Class Assignments

N/A

### Methods of Evaluation

### Rationale

Exam/Quiz/Test

Skill exercises and quizzes he end of each chapter

Exam/Quiz/Test

Final exam

## Textbook Rationale

No Value

## Textbooks

Author	Title	Publisher	Date	ISBN
Sandra Cable	Microsoft Office 365 & Access 2019. Comprehensive	Cengage	2020	978-0-357-02639-7

## Other Instructional Materials (i.e. OER, handouts)

No Value

## Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Create and administer a database table.

Relationships between database tables.

Create forms reports, labels, and charts.

Use database wizards and office links.

Perform queries and filtering.

### SLOs

**Establish, implement, and maintain a Database Management System (DBMS).**

Expected Outcome Performance: 70.0

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*ILOs*  
Core ILOs      Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

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*STV*  
General Front Office Clerk II  
Certificate      Operate a variety of business software to create business correspondence, reports, and other related documents.

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*STV*  
General Front Office Clerk III  
Certificate      Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

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**Create and modify queries to view and extract data from tables by specifying criteria.**

Expected Outcome Performance: 70.0

ILOs  
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV  
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Operate a variety of business software to create business correspondence, reports, and other related documents.

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General Front Office Clerk III  
Certificate

Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

## Additional SLO Information

**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

**Is this proposal submitted in response to learning outcomes assessment data?**

No

**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

No Value

**SLO Evidence**

No Value

# Course Content

## Lecture Content

### Creating a Database Table (8 hours)

- Organizing data in a database table
- Entering data in a table
- Printing a database table
- Maintaining a database table
- Modifying a table

### Creating Relationships between Database Tables (7 hours)

- Creating related tables
- Determining relationships
- Creating a primary field
- Establishing a relationship between tables
- Creating a one-to-many relationships
- Printing database relationships
- Editing and deleting a relationship
- Displaying related records in a sub datasheet

### Using Wizard and Help (6 hours)

- Creating a database table using the table wizard
- Completing a spelling check
- Finding and replacing data
- Using help

### Performing Queries and Filtering Records (5 hours)

- Performing queries
- Designing a query
- Establishing query criteria
- Sorting fields in a query
- Performing a query with the simple query wizard
- Designing queries with aggregate functions
- Creating a cross tab query
- Create a find duplicated query
- Creating an unmatched query
- Filtering data a. using filter by selection
- Using filter by form

### Creating Forms (6 hours)

- Creating a form using auto form
- Creating a form using the form wizard
- Creating a form with related database tables
- Creating a form in design view
- Use fields to add controls
- Moving control objects
- Resizing control objects
- Formatting control objects
- Aligning control objects
- Adding controls using the toolbox
- Adding a form header and form footer
- Adding a calculated control

### Creating Reports, Mailing Labels, and Charts (6 hours)

- Creating reports
- Creating a report using autoreport
- Creating a report using the report wizard
- Preparing a report based on two database tables
- Creating a report in design view
- Using fields to add controls
- Moving, resizing, and customizing control objects
- Adding controls using the toolbox
- Adding a report header and report footer
- Preparing mailing labels
- Creating a chart

### Importing and Exporting Data (10 hours)

- Using office links
- Exporting data to excel
- Exporting data to word
- Merging access data with a word document

- Merging query data with a word document
- Importing and linking data to a new table
- importing data to a new table
- Linking data to a new table
- Use the office clipboard
- Viewing objects and object dependencies
- Display database content

**Total hours: 48**

## Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

**GCC Major Requirements**

No Value

**GCC General Education Graduation Requirements**

No Value

**Repeatability**

Repeatable

**Justification (if repeatable was chosen above)**

Non-credit courses

## Resources

**Did you contact your departmental library liaison?**

No

**If yes, who is your departmental library liaison?**

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

**Did you contact the DEIA liaison?**

No

**Were there any DEIA changes made to this outline?**

No

**If yes, in what areas were these changes made:**

No Value

**Will any additional resources be needed for this course? (Click all that apply)**



- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value