



COURSE OUTLINE : CABOT 275

D Credit – Degree Applicable

COURSE ID 005280

Cyclical Review: October 2020

COURSE DISCIPLINE : CABOT

COURSE NUMBER : 275

COURSE TITLE (FULL) : Microsoft Access I

COURSE TITLE (SHORT) : Microsoft Access I

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 113 X – MS Access I

CATALOG DESCRIPTION

CABOT 275 provides students with instruction in beginning features and functions of Microsoft Office Access, a database software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Access. Some of the topics for this course consist of: creating a database using design and datasheet views, querying a database, maintaining a database, and creating reports and forms.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 208 or equivalent.



COURSE OUTLINE : CABOT 275

D Credit – Degree Applicable

COURSE ID 005280

Cyclical Review: October 2020

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag;	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window;	Yes
4	CABOT	208	Windows Basics	launch application programs;	Yes
5	CABOT	208	Windows Basics	use onscreen Help;	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer;	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document;	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents;	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware;	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology.	Yes

EXIT STANDARDS

- 1 Plan and design databases;
- 2 build and modify tables, forms and reports;
- 3 Create queries (questions) of the data;
- 4 create relationships between tables;

STUDENT LEARNING OUTCOMES

- 1 demonstrate the ability to create, implement, and maintain a Database Management System (DBMS)
- 2 create and modify the structure of database tables
- 3 create and modify queries to view and extract data from tables by specifying criteria

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Databases <ul style="list-style-type: none"> • Determining appropriate data inputs for your database • Determining appropriate data outputs for your database • Creating table structure • Establishing table relationships 	6	0	6



COURSE OUTLINE : CABOT 275

D Credit – Degree Applicable

COURSE ID 005280

Cyclical Review: October 2020

2	<p>Access</p> <ul style="list-style-type: none"> • Using the Help • Selecting an object using the Objects Bar • Printing database objects (tables, forms, reports, queries) • Navigating through records in a table, query, or form • Creating a database (using a Wizard or in Design View) 	6	0	6
3	<p>Tables</p> <ul style="list-style-type: none"> • Creating tables by using the Table Wizard • Setting primary keys • Modifying field properties • Using multiple data types • Modifying tables using Design View 	8	0	8
4	<p>Forms</p> <ul style="list-style-type: none"> • Creating a form with the Form Wizard • Using the Control Toolbox to add controls • Modifying Format Properties (font, style, font size, color, caption, etc.) of controls • Using form sections (headers, footers, detail) • Using a Calculated Control on a datasheet and reports 	8	0	8
5	<p>Information</p> <ul style="list-style-type: none"> • Switching between object Views • Entering records using a datasheet • Entering records using a form • Deleting records from a table • Finding a record • Sorting records • Applying and removing filters (filter by form and filter by selection) • Specifying criteria in a query • Displaying related records in a sub datasheet • Creating a calculated field • Creating and modifying a multi-table select query 	8	0	8
6	<p>Defining relationships</p> <ul style="list-style-type: none"> • Defining and establishing relationships • Enforcing referential integrity 	4	0	4
7	<p>Reports</p> <ul style="list-style-type: none"> • Creating a report with the Report Wizard • Previewing and printing a report • Moving and resizing a control • Modifying format properties (font, style, font size, color, caption, etc.) • Using report sections (headers, footers, detail) 	8	0	8



COURSE OUTLINE : CABOT 275

D Credit – Degree Applicable

COURSE ID 005280

Cyclical Review: October 2020

8	Integrating with other applications • Importing data to a new table • Saving a table, query, form as a Web page	3	0	3
9	Access tools • Printing database relationships • Backing up and restoring a database	3	0	3
				54

OUT OF CLASS ASSIGNMENTS

- 1 case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Creating a report with the Report Wizard);
- 2 lab assignments used to reinforce case problems (e.g. Sorting records);
- 3 online tutorials/trainings (e.g. Creating table structure videos).

METHODS OF EVALUATION

- 1 midterm;
- 2 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Microsoft Office 365 Access 2019: Comprehensive.	Supplemental	Boston: Cengage Learning	1		Cable, Sandra	978-0357026397	2020