



**COURSE OUTLINE : CABOT 276**

**D Credit – Degree Applicable**

**COURSE ID 005281**

**Cyclical Review: September 2020**

**COURSE DISCIPLINE :** CABOT

**COURSE NUMBER :** 276

**COURSE TITLE (FULL) :** Microsoft Access II

**COURSE TITLE (SHORT) :** Microsoft Access II

**CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :** BSOT 123 X – MS Access II

### **CATALOG DESCRIPTION**

CABOT 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.

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**

Prerequisite: CABOT 275 or STV 113, or equivalent.



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**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1	CABOT	275	Microsoft Access I	Plan and design databases;	Yes
2	CABOT	275	Microsoft Access I	build and modify tables;	Yes
3	CABOT	275	Microsoft Access I	build and modify forms;	Yes
4	CABOT	275	Microsoft Access I	view and organize information	Yes
5	STV	113	MICROSOFT ACCESS	relationships between database tables;	Yes
6	STV	113	MICROSOFT ACCESS	create forms reports, labels, and charts;	Yes
7	STV	113	MICROSOFT ACCESS	use database wizards and office links;	Yes
8	STV	113	MICROSOFT ACCESS	perform queries and filtering.	Yes

**EXIT STANDARDS**

- 1 Enhance forms with OLE fields, hyperlinks, and subforms;
- 2 create a database with tables, forms, reports, and queries and creating relationships between the tables
- 3 integrate Excel data and other database data into an Access database;
- 4 create a report using design view;

**STUDENT LEARNING OUTCOMES**

- 1 demonstrate ability to enhance forms and reports using a variety of tools and software
- 2 demonstrate ability to create an application system to modify and run macros to automatically execute a series of tasks using a Switchboard Manager that controls everything.
- 3 demonstrate ability to extract data from the underlying tables and customize forms and reports for this data.

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Enhancing forms with OLE fields, hyperlinks, and subforms	10	0	10
2	Creating an application system using macros, wizards, and Switchboard Manager	12	0	12
3	Integrating Excel worksheet data into an Access database	10	0	10
4	Creating a report using Design View	10	0	10
5	Customizing forms using charts, and PivotTable objects	12	0	12
				<b>54</b>



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**OUT OF CLASS ASSIGNMENTS**

- 1 case problems which incorporate critical thinking and problem solving with computer skills proficiency (e.g. Enhancing forms with OLE fields, hyperlinks, and subforms );
- 2 lab assignments used to reinforce case problems (e.g. Integrating Excel worksheet data into an Access database);
- 3 online tutorials/trainings (e.g. Access recourse online).

**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**

<b>Title</b>	<b>Type</b>	<b>Publisher</b>	<b>Edition</b>	<b>Medium</b>	<b>Author</b>	<b>IBSN</b>	<b>Date</b>
Microsoft Office 365 Access 2019: Comprehensive	Required	Boston: Cengage Learnin	1		Cable, Sandra	978- 035702639 7	2020