

CABOT276 : Microsoft Access II

General Information

Author:	<ul style="list-style-type: none">Vladimir Paransky
Course Code (CB01) :	CABOT276
Course Title (CB02) :	Microsoft Access II
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000020291
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	10/01/2020
Course Description and Course Note:	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.
Justification:	New Course NT FR
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
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

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

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	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54

Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Prerequisite

CABOT275 - Microsoft Access I

Objectives

- Plan and design databases;

OR

Prerequisite

STV113 - Microsoft Access

Entry Standards

Entry Standards	Description
build and modify tables;	CABOT 275
build and modify forms;	CABOT 275

view and organize information	CABOT 275
relationships between database tables;	STV 113
create forms reports, labels, and charts;	STV 113
use database wizards and office links;	STV 113
perform queries and filtering	STV 113

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Specifications

Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Demonstrations
Out of Class Assignments	
<p>case problems which incorporate critical thinking and problem solving with computer skills proficiency (e.g. Enhancing forms with OLE fields, hyperlinks, and subforms);</p> <p>lab assignments used to reinforce case problems (e.g. Integrating Excel worksheet data into an Access database);</p> <p>online tutorials/trainings (e.g. Access recourse online).</p>	
Methods of Evaluation	Rationale
Exam/Quiz/Test	midterm;
Exam/Quiz/Test	final examination
Textbook Rationale	

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Cable, Sandra	Microsoft Office 365 Access 2019: Comprehensive	Boston: Cengage Learning	2020	978-0357026397

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

No Value

Learning Outcomes

Course Objectives

Enhance forms with OLE fields, hyperlinks, and subforms;

create a database with tables, forms, reports, and queries and creating relationships between the tables

integrate Excel data and other database data into an Access database;

create a report using design view;

SLOs

Demonstrate ability to enhance forms and reports using a variety of tools and software

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.

CABOT
General Office - A.S. Degree Major Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.

CABOT
General Office - Certificate Perform basic operations in Word, Excel, Access, and PowerPoint; compose entry-level correspondence using appropriate business language and cohesive, grammatically correct sentences; become familiar with Global information systems and be able to sign on to an account and use common utilities including e-mail, Gopher, and Web browsers to search a variety of databases for information.

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

Expected Outcome Performance: 70.0

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Demonstrate ability to extract data from the underlying tables and customize forms and reports for this data Expected Outcome Performance: 70.0

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Course Content

Lecture Content

Enhancing forms with OLE fields, hyperlinks, and sub forms **10 HOURS**

Creating an application system using macros, wizards, and Switchboard Manager **12 HOURS**

Integrating Excel worksheet data into an Access database **10 HOURS**

Creating a report using Design View **10 HOURS**

Customizing forms using charts, and PivotTable objects **12 HOURS**

Total Hours - 54