

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD
FOR DEGREE CREDIT COURSE

FORM VERSION: 5/95
DATE REVISED: 10/24/98

X TRANSFER COURSE

 A.A DEGREE APPLICABLE COURSE

COURSE NUMBER AND TITLE: CSIS 179 - ACCESS

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE SKILLS:

Prerequisite:	None
Corequisite:	None
Recommended Preparation:	None

SCOPE OF COURSE:

This course is intended for individuals seeking the fundamental and advanced skills of Microsoft Access database software. It will also prepare individuals who are seeking to become a Microsoft Access Proficient Specialist and Microsoft Access Expert Specialist.

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. Work with the components and objects of a Microsoft Access database.
2. Create a table and manipulate its format and data.
3. Locate and manipulate data.
4. Create and customize a form to interact with the database.
5. Present data in the form of reports, and utilize the web capability.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

I. Introduction to Microsoft Access 97

- A. Identify the advantages of the relational database approach to store data over the traditional approach.
- B. Identify the definitions of a DBMS and an RDBMS.
- C. Create a new database.
- D. Identify the types of Access interface components.
- E. Identify the steps used in planning a database.

II. Working with Tables

- A. Create tables using the Table Wizard and the Table Design.
- B. Manipulate fields in a table.
- C. Insert a field into a table.
- D. Modify the properties of a field.
- E. Modify the field layout by moving a field in the Table Design View.
- F. Delete a field.
- G. Enter data in a table using the Datasheet View.
- H. Customize the Datasheet View.
- I. Modify data in a table using the Datasheet View.
- J. Locate a record in a table.
- K. Delete a record from a table.
- L. Integrate data from other applications.
- M. Add an existing bitmap image to a record.
- N. Link tables by creating relationships between them.
- O. Create a relationship between two tables.
- P. Maintain data integrity in tables.
- Q. Set the Validation rule criterion for a given field of a table.
- R. Set a Validation text criterion for a given field of a table.
- S. Set the Required property criterion for a given field of a table.
- T. Set a lookup field in a given table.

III. Working with Data

- A. Locate a specific record.
- B. Apply filters on a table to filter data.
- C. Sort data on single and multiple fields.
- D. Manipulate a query.
- E. Modify a query and create a Crosstab query.

- F. Add fields to an existing query.
- G. Remove fields from a query.
- H. Join tables in a query using the Design View.
- I. Calculate fields in a query.

IV. Working with Forms

- A. Create and modify controls on a form.
- B. Add records to a form.
- C. Switch between views of a form.
- D. Show related records.
- E. Add expressions to calculated controls.
- F. Add records using a subform.
- G. Create a subform in a form that takes data from a given table.
- H. Use the Form Wizard to title a form.
- I. Modify a form design.
- J. Improve accuracy in forms.
- K. Print a form.

V. Presenting Data

- A. Create a report from the table using the AutoReport option.
- B. Create a report using the Report Wizard.
- C. Print a report.
- D. Customize and manage reports.
- E. Add a label to a report.
- F. Customize objects in a report: Headers Footers
- G. Add a calculated value to a report.
- H. Group data by the field name in a report.
- I. Sort data in a report: Ascending order Descending order
- J. Create hyperlinks in a table to store Internet addresses.
- K. Build order forms for Internet use.
- L. Create a chart.
- M. Insert a chart in a form with Chart Wizard.

REQUIRED READING:

Shelly, Gary, and Thomas Cashman, and Misty Vermaat. Access for Windows. Danvers: ITP Publishing Company, 1997.

SUGGESTED READING: None

REQUIRED WRITING:

Problem solving exercises and skills demonstrated in weekly computer generated homework assignments, a minimum of one page per homework assignment.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading text assignments. In addition to lab time, there is significant editing and debugging work involved in completing lab assignments.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- Lecture
- Laboratory
- Lecture-laboratory combination
- Directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380. Yes No

If yes, check all that apply:

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS:

Assignments	20%
Quizzes	20%
Midterm	25%
Final Exam	35%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

YES NO Number of times course may be taken for credit 2.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (C) (2) (A)

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SIGNATURES ON FILE