

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 116 – ESSENTIAL ACCESS

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description

Designed for students who want to become proficient in the most commonly used features of Microsoft Access. Basic database concepts and terms will be introduced. Students will learn how to create, format, edit and revise simple databases, sort and filter records, use queries, and create forms, reports and labels. Those desiring more in-depth coverage of these and additional topics should consider enrolling in CIS 140 or BOT 126, 127, 128. *Not open to students with credit in BOT 127, 128.*

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in BOT 096, 100, 119 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Demonstrate proper techniques when keyboarding.
- 2) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
- 3) Use a mouse or similar device efficiently.
- 4) Format and care for electronic storage media.
- 5) Identify common types of software and their purposes.
- 6) Use the Internet for common tasks.
- 7) Use the Windows operating system efficiently to maximize productivity.
- 8) Evaluate file organization and create appropriate folders for easy location of files.

Course Content

- 1) Introduction to database software
- 2) Starting Access and opening an existing database; exiting Access
- 3) Using Access Help and the Office Assistant
- 4) Creating a new database
- 5) Creating a table
- 6) Importing database objects
- 7) Filtering and sorting records
- 8) Arranging database objects
- 9) Adding fields
- 10) Using the simple query wizard
- 11) Creating queries and adding selection criteria
- 12) Establishing table relationships
- 13) Creating forms using AutoForm and the Form Wizard
- 14) Using expressions, setting tab order, and adding graphics and records to a form
- 15) Creating reports using AutoReport and the Report Wizard
- 16) Editing report controls and adding expressions to a report
- 17) Using a query to generate a report
- 18) Using the Label Wizard

Course Objectives

Students will be able to:

- 1) Explain and evaluate the benefits of databases for keeping records.
- 2) Plan, create and edit databases and tables.
- 3) Analyze and manipulate data through filters, sorts and queries to obtain desired information.
- 4) Create forms and reports using AutoForm, AutoReport and/or the Form and Report Wizards.
- 5) Use the Label Wizard to create mailing labels.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Projects, assignments, quizzes, objective performance exams and final exam which measure students' ability to:
 - a. Apply the most commonly used features of Microsoft Access and explain the benefits of using databases for recordkeeping.
 - b. Develop labels, forms and reports using various database features and wizards.

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with appropriate software

Method of Instruction

- 1) One-on-one individualized lecture and/or group lecture
- 2) Self-paced reading and lab projects

Out-of-Class Assignments

Assigned textbook reading

Texts and References

- 1) Required (representative example): Rutkosky, et al., *Marquee Series: Microsoft Access 365, 2019 Edition*, Paradigm Publishing, 2020.
- 2) Supplemental: None

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Create and edit databases and tables.
- 2) Analyze information desired and manipulate data through filters, sorts and queries to obtain desired information.
- 3) Create forms and reports using AutoForm, AutoReport and/or the Form and Report Wizards.
- 4) Use the Label Wizard.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Plan, create and edit databases and tables.
- 2) Analyze information desired and manipulate data through filters, sorts, and queries to obtain desired information.
- 3) Create forms and reports using Access features and wizards.