

Lecture Contact Hours: 8-9; Homework Hours: 16-18; Total Student Learning Hours: 24-27  
Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 126 – COMPREHENSIVE ACCESS, LEVEL I**

.5 hour lecture, 1.5 hours laboratory, 1 unit

**Catalog Description**

First in a three-level course sequence providing thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Access should consider enrolling in BOT 116.

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in BOT 096, 100, 116, 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 understanding of basic database concepts.
- 2) Evaluate the benefits of databases for keeping records.
- 3) Create and edit databases and tables.
- 4) Demonstrate proper techniques when keyboarding.
- 5) Demonstrate keyboard input of at least 20 wpm unless a physical disability limits speed.
- 6) Use a mouse or similar device efficiently.
- 7) Identify common storage devices.
- 8) Format and care for disks.
- 9) Identify common types of software and their purposes.
- 10) Use the Internet for common tasks.
- 11) Identify the basic features of the Windows operating system.
- 12) Use the Windows operating system efficiently to maximize productivity.
- 13) Evaluate file organization and create appropriate folders for easy location of files.
- 14) Demonstrate basic file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying and printing).
- 15) Use the Help feature effectively.

**Course Content**

- 1) Introduction to Access
- 2) Designing and creating a database and tables
- 3) Entering and editing data into tables
- 4) Designing and using basic forms
- 5) Finding, sorting and filtering information
- 6) Designing and using basic reports

**Course Objectives**

Students will be able to:

- 1) Demonstrate understanding of concepts involved in using Access.

- 2) Create databases, tables, forms and reports.
- 3) Use Access features to enter, revise and update data.
- 4) Demonstrate understanding of concept of data access pages to share information.
- 5) Design relatively simple databases and tables to enter information efficiently.

**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) Assignments and projects
- 2) Exams, final exam (objective, performance)

**Special Materials Required of Student**

Electronic storage media

**Minimum Instructional Facilities**

Computer lab with appropriate software

**Method of Instruction**

- 1) One-on-one lecture and/or group lecture
- 2) Self-paced reading, hands-on practice, assignments and projects
- 3) Individual assistance

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Software exercises and projects

**Texts and References**

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

**Exit Skills**

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

- 1) Demonstrate understanding of concepts involved in using Access.
- 2) Create databases, tables, forms and reports.
- 3) Use Access features to enter, revise and update data.
- 4) Demonstrate understanding of concept of data access pages to share information.
- 5) Design relatively simple databases and tables to enter information efficiently.

**Student Learning Outcomes**

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

- 1) Create databases, tables, forms and reports.
- 2) Use Access features to enter, revise and update data.
- 3) Design simple databases and tables to enter information efficiently.