

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

**BUSINESS OFFICE TECHNOLOGY 127 – COMPREHENSIVE ACCESS, LEVEL II**

.5 hour lecture, 1.5 hours laboratory, 1 unit

**Catalog Description**

Second 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.

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in BOT 126 or equivalent

**Entrance Skills**

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

- 1) Demonstrate the uses and purposes 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.

**Course Content**

- 1) Establishing relationships between tables, including one-to-many
- 2) Enforcing referential integrity in tables
- 3) Adding additional tables to a relationship
- 4) Specifying join properties for relationships
- 5) Creating basic queries
- 6) Creating multi-table select queries and specifying criteria in a query
- 7) Displaying related records in a sub-datasheet
- 8) Printing the results of a query
- 9) Creating and using data access pages, building order forms for the Internet, using data access pages for web publication

**Course Objectives**

Students will be able to:

- 1) Explain the purpose and uses of database queries.
- 2) Create simple queries, multi-table select queries and queries with specified criteria.
- 3) Display and print results of queries.
- 4) Establish table relationships.
- 5) Integrate Access with other Office applications.

**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, quizzes, objective performance exams and final exam which measure students' ability to illustrate the use and purpose of database queries.
- 2) Projects, objective performance exams and final exam which measure students' ability to create simple multi-table-select and specified criteria queries, display and print query results, create relationships between tables, and integrate Access with other Office applications.

### **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

### **Out-of-Class Assignments**

Assigned textbook reading

### **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 purpose and use of queries.
- 2) Create simple queries, multi-table select queries, and queries with specified criteria.
- 3) Display and print results of queries.
- 4) Establish table relationships.
- 5) Create and use data access pages.
- 6) Integrate Access with other Office applications and the Internet.

### **Student Learning Outcomes**

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

- 1) Create advanced queries with specific criteria to extract records from a database.
- 2) Create and use custom forms for entering data.
- 3) Establish table relationships.