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 128 – COMPREHENSIVE ACCESS, LEVEL III

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Third 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
"C" grade or higher or "Pass" in BOT 127 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 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.

Course Content
1) Advanced form features, creating subforms
2) Creating hyperlinks
3) Creating action (delete, update, make-table and append) and parameter queries
4) Designing and creating advanced queries including multiple table and crosstab, using concatenation and calculated fields in queries
5) Advanced report features including grouped reports from a query, modifying report properties, using calculated controls in a report, customizing report footers, presenting and modifying information in a chart
6) Creating and using macros with Macro Builder: creating a command button, running macros using controls, creating conditional macros
7) Setting and modifying a database password
8) Encrypting and decrypting a database

Course Objectives
Students will be able to:
1) Demonstrate understanding of complex concepts in Access.
2) Evaluate a given task and select the most effective Access features to use in order to accomplish the task.
3) Create and use macros and other Access tools.
4) Design advanced forms, queries and reports to accomplish a specified objective.

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, 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, 2023.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Demonstrate understanding of complex concepts in Access.
2) Evaluate a given task and select the most effective Access features in order to accomplish the task.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Evaluate the objectives and requirements of a specific task and select the most effective Access features needed to accomplish the task. (Work Based Learning Outcome)
2) Create and use macros and other Access tools.
3) Design advanced forms, queries and reports to accomplish a specified objective.