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 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 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 filers, 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) Manipulate data through filters, sorts, and queries to obtain and analyze desired information.
3) Create forms and reports using Access features and wizards.