BOT 73.14A Course Outline as of Fall 2000

CATALOG INFORMATION

Dept and Nbr: BOT 73.14A   Title: MS ACCESS FOR OFF PROF
Full Title: Microsoft Access for the Office Professional
Last Reviewed: 2/12/2024

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50		Lab Scheduled	1.50	4	Lab Scheduled	26.25
			Contact DHR	0		Contact DHR	0
			Contact Total	2.50		Contact Total	43.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Designed for the office professional or other serious personal computer user. Emphasizes
creating and designing Access databases, editing records, creating reports, creating queries, and
creating forms. Formerly BOT 86.63.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for the office professional or other serious personal computer user.
Emphasizes creating and designing Access databases, editing records, creating reports, creating
queries, and creating forms. Formerly BOT 86.63. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100.
Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 2000	Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Create Access databases
2. Edit Access databases
3. Create reports
4. Create queries
5. Create forms

Topics and Scope:

1. Create 5 Access databases
   a. Define fields
   b. Add records to a table
   c. Preview and print contents of a table
   d. Save databases
   e. Print databases
2. Edit Access databases
   a. Create additional tables
   b. Add additional records to a table
   c. Change the size of a field
   d. Update restructured databases
   e. Resize columns
3. Create 3 reports
   a. Select fields for reports
   b. Print reports
   c. Close and save reports
   d. Change properties
   e. Change column headings
4. Create 4 queries
   a. Display selected fields in queries

    b. Run queries
    c. Print queries
    d. Enter criteria
    e. Sort data in queries
    f. Save queries
5. Create forms
    a. Create a form using AutoForm
    b. Create 2 forms using Form Wizard
    c. Create a form with a main form and a subform
    d. Create a report using the Report Wizard

Assignment:

Completion of exercises and drills.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions and formatting	Skill Demonstrations 10 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion	Exams 10 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Access 2000, Course Technology, 2000