

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUSINESS 180 ACCESS FOR BUSINESS

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Introduction to a currently used computer database program. Skills include planning, designing, and using a database; tables; forms and subforms; reports; queries; and relationships within practical applications designed for the business environment. Class Schedule will designate software package covered.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. demonstrate knowledge and use of database terminology and fundamental concepts;
2. interpret and apply the fundamental database concepts and skills to a variety of business documents;
3. create, save, recall, edit, and print a variety of databases, including forms, reports, and queries pertaining to the business environment;
4. manipulate data and apply formulas to a variety of business documents.
5. produce accurate business documents.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Overview of hardware and software
2. Basic windows concepts
3. Disk care, labeling, and formatting
4. Introduction to database concepts
5. Plan, design, and create business-related databases

6. Cursor movement; mouse techniques
7. File management
8. Basic database formatting and editing features
9. The Help menu
10. Tables
11. Forms and subforms
12. Reports
13. Queries
14. Relationships
15. Practical business applications
16. Proofreading techniques

REQUIRED READING:

Hutchinson, Sarah B. and Glen J. Coulthard. Microsoft Access 2000 Advantage Series, Introductory Edition, Boston, Irwin McGraw-Hill, 2000.

SUGGESTED READING:

Current reference materials relating to the specific software being used.

REQUIRED WRITING: Skills demonstration is more appropriate. Students apply the features of a current database program and create, save, open, edit, and print a variety of business-related exercises.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes. These activities will include textbook readings and outlining steps to take in utilizing the software functions. Additional lab time may be suggested by the instructor to help solidify concepts.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with students requesting special attention. A full-time lab technician is also available for student questions.

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Assignments (evaluating fundamental knowledge, interpretation and application, proficiency, and proofreading)	60%
Quizzes (evaluating knowledge of database fundamentals and skills)	20%
Final Exam (evaluating overall database proficiency)	20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 4

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

CONTACT PERSON: Judy Dolan, x2875.

SIGNATURES ON FILE