ACCESS I CBT
OST 1007

Class Hours: 0.0
Credit Hours: 1.0
Laboratory Hours: 3.0
Date Revised: Fall 00

Catalog Course Description:

Introduction to basic database features of Microsoft Access. Skills to create databases and tables, enter and update data display, print records, create forms, restructure databases, use forms and subforms, use charts, create reports and sub-reports are developed. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:

Basic knowledge of a personal computer and its operation

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Reference Materials Basic to the Course:

License for SAM testing software. You will purchase the SAM testing license ONCE and will use it for Word CBT, Excel CBT, PowerPoint CBT, and Access CBT. These are the MOUS courses that require SAM application tests. The license is good as long as you are a student at PSTCC and take courses that require this testing. IMPORTANT NOTE: You will get a SAM card when you purchase the software in the bookstore. It has your password on it. KEEP THIS CARD IN A SAFE PLACE--YOU WILL NEED IT FOR LOGGING IN WHEN YOU TAKE YOUR FIRST SAM TEST. If you lose the number, you will have to purchase another license. At class orientation, you will be instructed how to login and set your password. As a safeguard, email your SAM license number to jrowland@pstcc.cc.tn.us.


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Beginning Access 2000--CBT Tutorials: Download the CBT player to your home computer and load the CBT tutorials. Work through CBT Tutorial on Beginning Access 2000 taking online CBT tests with tutorials.</td>
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</tbody>
</table>
databases; Help; creating tables; entering and changing data; using a form to view data; creating a simple report.

3

**Beginning Access 2000--CBT Tutorials and Project 2:**
Continue Beginning Access 2000 CBT Tutorials, taking online tests with tutorials. Querying a database using the select query window; creating a new query; entering criteria and using compound criteria; sorting data in a query; joining a table using calculated fields in a query.

4

**Beginning Access 2000--Testing:**
Complete online CBT theory tests over Beginning Access. Take SAM application test in the Testing Center over Projects 1 and 2.

5

**Intermediate Access 2000-CBT Tutorials and Project 3:**
Continue Intermediate Access 2000 CBT Tutorials, taking online tests with tutorials. Adding, changing, and deleting records in a table; changing a structure of a database; creating validation rules; specifying referential integrity; using subdatasheets; ordering records on multiple fields; creating and using indexes.

6

**Intermediate Access 2000-CBT Tutorials and Web Feature:**
Continue Intermediate Access 2000 CBT Tutorials, taking online tests with tutorials. Creating, previewing, and using the data access page to publish databases to the Internet.

7

**Intermediate Access 2000-CBT Tutorials and Project 4:**
Continue Intermediate Access 2000 CBT Tutorials, taking online tests with tutorials. Reports, forms, and combo boxes; report creation; grouping in a report; considerations and review of report design; designing, creating, and using custom forms.

8

**Intermediate Access 2000-Testing:**
Complete online CBT theory tests over Intermediate Access. Take SAM application test in the Testing Center over Projects 3, 4, and Web Feature.

II. **Course Objectives***:

A. Demonstrate basic fundamentals of Microsoft Windows, Microsoft Access, and personal computer concepts. I, II, III, VI, XII

B. Understand the basic terminology and concepts of database management. IV, XII

C. Create a database and use sort, search, filters on database. I, II, III, VI, X, XI

D. Create forms, subforms, option groups, and reports. I, II, III, VI, X, XI

*Roman numerals after course objectives reference goals of the OST program.

III. **Instructional Processes***:

Students will:

1. Use technology to promote the objectives of this course; specifically, the Windows operating system, the Internet, email, and word processing applications. *Technological Literacy Outcome*

2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome, Technological Literacy Outcome*
3. Using a personal computer, browser software, and the Internet, read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. Technological Literacy Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy

4. Use the skills and applications taught in the CBT tutorials in actual work required in exercises that simulate real-world applications. Transitional Strategy

5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. Technological Literacy Outcome, Active Learning Strategy

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Use Internet resources. A
2. Use correspondence tool: email. A
3. Copy and download files and programs. A
4. Understand keyboard shortcut notation. A
5. Start an application program in Windows 95 or higher. A, D
6. Identify the components of the Access screen. A
7. Format a disk. A
8. Backup files, disks, and databases. A
9. Identify and utilize the Windows Explorer. A
10. Copy, delete, and move files. A
11. Understand database structure. A, B
13. Use databases. A, B
14. Create databases. A, B
15. Help. A, B
16. Create tables. A, B
17. Define relationships. A, B
18. Enter and change data. A,
19. Insert a new field. B, C
20. Sort and search for records. B,C
21. Work with indexes. B,C
22. Filter records. B,C
23. Create queries using design view. B,C
24. Enter selection criteria. B,C
25. Join tables and build relationships between tables. B,C
26. Work with forms. B,D
27. Create forms. B,D
28. Create a form using AutoForm. B,D
29. Create a subform. B,D
30. Build a custom form. B,D
31. Get more control from forms. B,D
32. Format forms. B,D
33. Use reports. B,D
34. Grouping in reports. B,D
35. Create an autoformat. B,D
36. Create sub-reports. B,D
37. Print a report. B,D
38. Publish database tables to the Internet. B,D
39. Create, preview, and use data access pages. B,D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 90% of grade

Two types of tests will be given in this course for grade determination: (1) short-answer tests administered through the Computer Based Training tutorial software (taken over the Web) and (2) SAM application test over the textbook material (taken in the Testing Center). The grades on these tests will be averaged to determine the course grade. Number of tests:
Two CBT tutorial tests over PowerPoint delivered over Web
Beginning Access 2000
Intermediate Access 2000
Two SAM textbook tests over textbook material taken in the Testing Center.
Projects 1 and 2
Projects 3, 4 and Web Feature
B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

- 5% -- Active involvement in email communication with instructors
- 5% -- Successful download of necessary files and programs for coursework

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
</tr>
</tbody>
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VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75% of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Where to I Begin?

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.
1. Once you have your supplies, hardware/software setup, you should go to [http://www.pstcc.cc.tn.us/ost/mous](http://www.pstcc.cc.tn.us/ost/mous).
2. Click on the WebCT button, click on My WebCT, and then login to WebCT.
3. Click on OST 1001-1011--MS Office User Specialist Courses. Choose the icon labeled Class Map and Due Dates, choose Map for Access I, and print out the Class Map. This document will guide you through the course. It contains a list of the CBT tutorials you will use, the textbook pages to read and exercises to complete, and a listing of what tests you need to take and when to take them.

Resources that will be used:

Personal computer using the Internet to deliver the course. You will need your own Internet Service Provider for access to the Internet.

Computer Based Training (CBT) online courseware. You will need to download the CBT
Player to your computer to view the courseware. Applications software. You will need to have the following software packages installed on your computer to complete the course: Windows 95 or higher, an Internet browser (full-blown version, NOT AOL version), Microsoft Office 2000 Professional, CBT Player (download free to play CBT tutorials and tests).

**Technology Requirements:**
To run Office 2000, see http://www.microsoft.com/office/features/ofc2000tour/Sysreqs.htm for the recommended hardware/software requirements.

**Minimum hardware requirements:**
Pentium class or better
75 MHz processing speed
3.5" floppy drive
16Mb RAM memory for Win95
32+Mb RAM for WinNT
217Mb disk space for CD1 (Word, Excel, Outlook, Access, FrontPage)
174Mb disk space for CD2 (Publisher, Small Business Tools)
CD ROM drive
Microsoft mouse compatible
9,600-baud modem; 14,400- or higher-baud modem recommended
at least VGA graphics capability with a minimum of 512K video RAM (1Mb video RAM recommended. Super VGA recommended.
Windows display mode of at least 640 x 480 resolution with at least 16 colors.

**Minimum software requirements:**
You need to know how to use your computer and how to use the Internet. You will need to have the following software installed on your computer:
Windows 95 or higher
an Internet browser (full-blown Netscape or Internet Explorer). The AOL browser will not work with the course delivery software. If you do not have the full-blown Netscape or IE, you will need to download them from the Web. They are free.
MS Office 2000
CBT Player download after you are registered in the course. (You must download this and have it installed on your hard drive in order to play the CBT tutorials and take the CBT online tests). Use the following link to get directions for downloading CBT Player and tutorials: http://198.146.192.9/dynamo/gettingstarted.htm

**Course Structure:**
OST 1007 and OST 1008 (Access I-II) provide you the opportunity to learn skills required for the Microsoft Office User Specialist Certification Exam for Access 2000. Your text and the CBT tutorials are Microsoft-approved courseware that matches the proficiency guidelines developed by Microsoft for the certification exam. In addition, these one-hour courses can be combined to meet requirements for Pellissippi State certificates.
This course is delivered as an online course over the World Wide Web (WWW). Assignments will consist of:
- reading textbook assignments
- completing textbook and online assignments
- completing online CBT theory tests (true-false/multiple-choice tests)
- completing SAM application tests (taken in the Testing Center)
- readings, text exercises, and CBT tutorials must be completed prior to taking the tests.
You have 15 weeks to complete this course but you may be able to complete in less time. Due dates for completion of units will be enforced, since procrastination is a sure way to compromise your success in an independently paced learning experience such as this.