PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS
ACCESS II CBT
OST 1008

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

Catalog Course Description:
Advanced database features and applications used to search through databases, create reports, queries, macros, and Internet features will be presented. 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 1007 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>Advanced Access 2000--CBT Tutorials: Download the CBT player to your home computer and load the CBT tutorials. Work through CBT Tutorial on Advanced Access 2000 taking online CBT tests with tutorials.</td>
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</table>
with tutorials. Enhancing forms with OLE fields, hyperlinks, and subforms; adding date, memo, OLE, and hyperlink fields; updating the new fields; advanced form techniques including modifying forms and subforms, moving and resizing fields and labels; changing special effects and colors; using date and memo fields in a query; closing and compacting a database.

3 Advanced Access 2000--CBT Tutorials and Project 6:
Continue through CBT Tutorial on Advanced Access 2000 taking online CBT tests with tutorials. Creating an application system using macros, wizards, and the switchboard manager; using lookup and input mask wizards; modifying a report and a form; creating, using, and modifying macros; creating and using a switchboard.

4 Advanced Access 2000--Integration Feature and Testing:
Integrating Excel worksheet data into an Access database; importing an Excel worksheet into an Access table; linking versus importing. Complete online CBT theory tests over Advanced Access. Take SAM application test in the Testing Center over Projects 5, 6, and Integration.

5 Advanced Access 2000--Project 7:
Creating reports in design view; creating new tables and importing the data; creating join queries; creating mailing labels.

6 Advanced Access 2000--Project 8:
Customizing forms; adding command buttons to a form; creating and using combo boxes; creating a form using design view; creating and using Pivot Table forms.

7 Advanced Access 2000--Project 9:
Administering a database system; using Microsoft Access tools, using the Analyze tool; integrity and security features; creating a grouped Data Access page; using replication; using SQL.

8 Advanced Access 2000--Integration Feature and Testing:
Using Access data in other applications; using the export command to export data to Excel; using drag-and-drop to export data to Word; using the export command to create a snapshot. Complete SAM application test in the Testing Center over Projects 7, 8, 9, and Integration.

II. Course Objectives*:

A. Demonstrate advanced features of Microsoft Access. I, II, III, VI, XII
B. Use advanced Access features such as queries and macros. I, II, III, VI, X, XI
C. Demonstrate sharing, replicating, synchronizing, and maintaining databases. I, II, III, VI, X, XI
D. Import and export from Access and other sources. I, II, III, VI, XI, XII
E. Use Access to create and navigate the Internet. I, II, III, VI, XI, XII

*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 move files and folders. A
4. Check for errors. A
5. Use plug and play. A
6. Install wizards. A
7. Customizie the toolbar. A
8. Create a join query. A,B
9. Customize queries. A,B
10. Total and summary queries. A,B
11. Create parameter queries. A,B
12. Create a macro. A,B
13. Run macros. A,B
14. Modify a macro group. A,B
15. Create and use a switchboard. A,B
16. Create advanced forms and reports using combo boxes and buttons. A,B
17. Create and use PivotTable Forms. A,B
18. Use SQL to create queries and commands. B,C
19. Use shared databases. C
20. Replicate databases. C
21. Synchronize databases. C
22. Maintain databases. C
23. Set and remove a database password. C
24. Restrict data entry. C
25. Define an input mask. C
26. Lookup fields. C
27. Import from Access databases. D
28. Link tables. D
29. Import from non-Access sources. D
30. Link a spreadsheet. D
31. Export data. D
32. Export to a FoxPro file. D
33. Navigate the Internet with Access. E
34. Create HTML documents. E
35. Create hyperlinks. E
36. Modify a hyperlink. E

*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:
One CBT tutorial test delivered over Web
Advanced Access 2000
Two SAM textbook tests over textbook material taken in the Testing Center.
Projects 5, 6, and Integration
Projects 7, 8, 9, and Integration
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>
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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 Do 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.
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 II, 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:**

**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](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.