ACCESS I CBT
OST 1007

Class Hours: 0.0  Credit Hours: 1.0
Laboratory Hours: 3.0  Revised: Spring 03

NOTE: This course is not designed for transfer credit.

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 data bases, 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 XP testing software. Students will purchase the SAM XP 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 XP application tests. The license is good as long as the student takes courses that require this testing at PSTCC. The ISBN Number for the license is 0-6191-1991-8.

IMPORTANT NOTE: Students will get a SAM ID when they purchase the software in the bookstore. It will have the student's registration number on it. KEEP THIS ID IN A SAFE PLACE--IT WILL BE USED FOR LOGGING IN TO TAKE THE FIRST SAM TEST. Students who lose the number will have to purchase another license.


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to Access 2002--SmartForce Tutorials: Download the SmartForce player. Begin the SmartForce tutorials on Introduction to Access 2002 taking online tests with tutorials. Download and install files necessary to complete textbook projects.</td>
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<td>2</td>
<td>Continue work on Introduction to Access 2002--SmartForce Tutorials and complete Project 1 (in textbook):</td>
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Continue Introduction to Access 2002 SmartForce tutorials, taking online tests with tutorials. Introducing databases; starting Access 2002; using databases; creating databases; Help; creating tables; entering and changing data; using a form to view data; creating a simple report.

3 Complete Introduction to Access 2002--SmartForce Tutorials and Project 2 (in textbook):
Complete Introduction to Access 2002 SmartForce 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 Introduction to Access 2002--Testing:
Complete online SmartForce theory tests over Introduction to Access 2002. Take SAM application test in the Testing Center over Projects 1 and 2.

Work on SmartForce online tutorials over Intermediate Access 2002 and complete the 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 Continue work on Intermediate Access 2002--SmartForce Tutorials and complete Web Feature (in textbook):
Continue Intermediate Access 2002 SmartForce tutorials, taking online tests with tutorials. Creating, previewing, and using the data access page to publish databases to the Internet.

Continue Intermediate Access 2002 SmartForce 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 2002--Testing:
Complete online SmartForce 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, III, VI, XI

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

C. Create and maintain a database and using queries, sort, indexes, forms, subforms, reports, and Web pages on the database. I, III, V, IX

D. Demonstrate proficiency using realistic database applications and strengthen ability to proofread, explore associated database concepts, and use decision-making skills. I, VIII, IX, 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 database management. *Technological Literacy Outcome*

2. Use WebCT email to communicate problems, questions, and issues to instructor. *Communications 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*

4. Use the skills and applications taught in the SmartForce 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. *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: WebCT email. A
3. Copy and download files and programs. A
4. Understand keyboard shortcut notation. A
5. Start an application program in Windows 98, or 2000. A, C
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. Use the Help feature of the software. 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,D
20. Sort and search for records. B,C,D
22. Filter records. B,C,D
23. Create queries using design view. B,C,D
24. Enter selection criteria. B,C,D
25. Join tables and build relationships between tables. B,C,D
27. Create forms. B,C,D
28. Create a form using AutoForm. B,C,D
29. Create a subform. B,C,D
30. Build a custom form. B,C,D
31. Get more control from forms. B,C,D
32. Format forms. B,C,D
33. Use reports. B,C,D
34. Grouping in reports. B,C,D
35. Create an autoformat. B,C,D
36. Create sub-reports. B,C,D
37. Print a report. B,C,D
38. Publish database tables to the Internet. B,C,D
39. Create, preview, and use data access pages. B,C,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 SmartForce tutorial software (taken over the Web) and (2) SAM application tests 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:

a. Two SmartForce tutorial tests delivered over Web
   Introduction to Access 2002
   Intermediate Access 2002

b. Two SAM application 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 WebCT email communication with instructor and successful
   download of necessary files and programs for coursework
   5%--Successful completion and grade on WebCT Site Quiz

E. Grading Scale:

The final grade will be determined by averaging the scores on the SmartForce and textbook
tests (90 percent) and on the above mentioned other evaluation methods (10 percent) according
to these standards:

A    93-100
B+   90-92
B    85-89
C+   80-84
C    75-79
D    70-74
F    69 and below

VI. Policies:

A. 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.

B. Where do I Begin?

   Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC
   facilities.
   1. After supplies, hardware/software setup, go to
      http://www.pstcc.edu/ets/dist_learn/online.html
   2. Click on the Log into MyWebCT button, and login to "MyWebCT".
3. Enter username and password to login.
4. Click on **OST 1007WW1 Access I CBT** and click on the **Course Information** icon on the course home page.
5. Scroll down and choose the icon labeled **Class Map and Due Dates**, choose **Map for Access I** and print out the Class Map. This document will guide students through the course and will give it some order. It contains a list of the SmartForce tutorials to use, the textbook pages for exercises and review 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.
- SmartForce Computer Based Training (CBT) online courseware.
- Project Files for use with textbook. These can be downloaded free via the World Wide Web at [http://www.scsite.com](http://www.scsite.com)
- Applications software. See minimum software requivements below:

**Technology Requirements:**

**Hardware**

- Pentium III recommended
- 166 Mhz processing speed or greater
- 56K modem for dialup access (cable modem or DSL highly desirable)
- 3.5" floppy drive
- 64Mb RAM memory plus an additional 8Mb for each Office program running simultaneously
- 217Mb disk space for downloading of student files for Word, Excel, Outlook, PowerPoint, Access
- Microsoft mouse compatible

Super VGA display mode (800 x 600) or higher-resolution with 256 colors

**Minimum Software Requirements:**

- **Internet Service Provider** (ISP). Students will need to pay for this service. This is independent of PSTCC. This local provider (ISP) will provide access to the Internet and it will cost between $10-$20/month.
- **Netscape or Internet Explorer** (browser software--free to students). Download the full version of Netscape or Internet Explorer. Netscape Navigator version 4.76 or 6.2.1 (versions 4.78, 4.79 not recommended). Internet Explorer (IE) version 5.0 or higher (version 5.5 Service Pack 1 is not supported). If AOL will be used for Web access, version 7.0 will be needed. WebCT does not support AOL's built-in browser below version 7 or WebTV. See Minimum System Requirements for WebCT for more information.
- **Microsoft Office XP Professional** Students must purchase this if it did not come on their computer.
- **Windows 98 or higher**
- **SmartForce Player** (Download this after registered in the course and install it on the hard drive in order to play the SmartForce tutorials and take the SmartForce online tests.) This is a free download.

**Course Structure:**
OST 1007 and OST 1008 (Access I-II) provide the opportunity to learn skills required for the Microsoft Office User Specialist Certification Exam for Access 2002. The text and the SmartForce 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 the 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 SmartForce theory tests (true-false/multiple-choice tests).
- completing SAM application tests

NOTE: The SAM application tests must be taken in the Pellissippi State Testing Center.

Readings, text exercises, and SmartForce tutorials must be completed prior to taking the tests.

Students have 15 weeks to complete this course, some students may be able to complete it in less time. Due dates for completion of units will be enforced, since procrastination is a sure way to compromise success in an independently paced learning experience such as this.

As a registered student, you can use the open computer labs at Pellissippi State.

NOTE: Students must have or must purchase Windows 98 or higher and Microsoft's Office XP Professional software for this course. Netscape Navigator or MS Internet Explorer and the SmartForce Player are free and can be downloaded from the Internet. Students will need to arrange for their own Internet Service Provider (ISP).