NOTE: This course is not designed for transfer credit.

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 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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advance Database Design in Access 2002--Smartforce Tutorials: Download the Smartforce player. Begin the Smartforce tutorials on Advanced Database Design taking online tests with tutorials. Download and install files necessary to complete textbook projects.</td>
</tr>
<tr>
<td>2</td>
<td>Advance Database Design--Smartforce Tutorials and Project 5 (in textbook):</td>
</tr>
</tbody>
</table>
Continue Advance Database Design SmartForce tutorials, taking online tests 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 Advance Database Design--SmartForce Tutorials and Project 6 (in textbook): Continue Advance Database Design SmartForce tutorials, taking online 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 Advance Database Design--SmartForce Tutorials, Integration Feature (in textbook) and Testing: Converting Excel worksheet data to an Access database; exporting data to an Excel worksheet; linking versus importing, using drag-and-drop to export data to Word; using the export command to create a snapshot.

Complete online SmartForce theory tests over Advance Database Design. Take SAM application test in the Testing Center over Projects 5, 6, and Integration.

5 Advance Database Features in Access 2002--SmartForce Tutorials (optional), and Project 7 (in textbook): Creating reports using design view; creating new tables and importing the data; creating join and parameter queries; creating mailing labels.

6 Advance Database Features in Access 2002--SmartForce Tutorials (optional), and Project 8 (in textbook): Enhancing forms; adding command buttons to a form; creating and using combo boxes; creating a form using design view; creating and modifying a subform.

7 Advance Database Features in Access 2002--SmartForce Tutorials (optional), and Project 9 (in textbook): Administering a database system; using Microsoft Access tools; using the Analyze tool; integrity features; using replication; PivotTables and PivotCharts.

8 Integration Feature (in textbook) and Testing: Grouped data access pages; creating and using PivotTables and PivotCharts on a data access page.

Take SAM application test in Testing Center over Projects 7, 8, 9 and Integration Feature.

II. Course Objectives*:

A. Demonstrate advanced features of Microsoft Access. I, III, VI, XI

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

C. Use advanced Access features such as macros, wizards, and switchboard manager. I, III, V, IX

D. Use advanced Access features to create customized forms and reports. I, III, V, IX

E. Demonstrate sharing, replicating, synchronizing, and administrating databases. I, III, V, IX

F. Integrate Access with other software applications. I, III, V, IX
G. 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 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. Install wizards. A,C
5. Customizing the toolbar. A
6. Create a join query. A,B,G
7. Customize queries. A,B,G
8. Total and summary queries. A,B,G
9. Create parameter queries. A,B,G
10. Create a macro. A,B,C,G
11. Run macros. A,B,C,G
12. Modify a macro group. A,B,C,G
13. Use the Access wizards. A,B,C,G
15. Create lookup fields. A,B,C,G
16. Create and use a switchboard. A,B,C,G
17. Create advanced forms and reports using combo boxes and buttons. A,B,D,G
18. Create and use PivotTables and PivotCharts. A,B,D,G
19. Use shared databases. A,B,E,G
20. Replicate databases. A,B,E,G
21. Synchronize databases. A,B,E,G
22. Administer database systems. (A,B,E,G)
23. Set and remove a database password. (A,B,E,G)
24. Restrict data entry. A,B,E,G
25. Import from Access databases. A,B,F,G
26. Import from non-Access sources. A,B,F,G
27. Link a spreadsheet. A,B,F,G
28. Export data. A,B,F,G
29. Group data access pages. A,B,F,G

*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 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:
a) One SmartForce tutorial test delivered over Web Advanced Access 2002
b) 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 WebCT email communication with instructor and successful download of necessary files and programs for coursework
- 5% - Successful download 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:

<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>
</table>

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](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 1008WW1 Access II 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 II and print out the class map. This document will guide students through the course. It contains a list of the SmartForce tutorials to use, the textbook pages for exercises and review, and a listing of what tests 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 \textit{http://www.scsite.com}

Applications software. See minimum software requirements below:

\textbf{Technology Requirements:}

\textbf{Hardware}

- Pentium III recommended
- 166 MHz processing speed
- 3.5" floppy drive
- 64Mb RAM memory plus an additional 8Mb for each Office program running simultaneously
- 56K modem for dialup access (cable modem or DSL highly desirable)
- 217MB disk space for downloading student data files
- Microsoft mouse compatible

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

\textbf{Software:}

- \textbf{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.
- \textbf{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 A\textsc{OL} will be used for Web access, version 7.0 will be needed. WebCT does not support A\textsc{OL}'s built-in browser below version 7 or WebTV. See Minimum System Requirements for WebCT for more information.
- \textbf{Microsoft Office XP Professional} Students must purchase this if it did not come on their computer.
- \textbf{Windows 98 or higher}

\textbf{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.

\textbf{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. Thetext 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 Pelissippi 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, but 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 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).