PELLEISIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

ACCESS
OST 2600

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

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

A study of database applications and maintenance including customizing forms and reports querying and integrating with other software programs using Microsoft Access.

Entry Level Standards:

Keyboarding speed of 28 wam recommended.

Prerequisites:

OST 1005 or 1211 or equivalent

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

3. TOM Training Software License for Microsoft Office XP, Course Technology, Inc., 2002. The above three are packaged together for purchase from the PSTCC bookstore.
4. Ten 1.44 Mb high-density, 3.5” diskettes for use on computer with high-density drive. (Five disks will be used as backups.) (Students enrolled in the Web section may work from the hard drive on their personal computers. Recommend backing up each database to a disk.)
5. Two folders, two-pocket (non-glossy), for submitting and keeping assignments. (Live section only)

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Course; Syllabus; Disk Preparation; Introduction to MS Office XP</td>
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<tr>
<td>2</td>
<td>Introduction to MS Access 2002</td>
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<tr>
<td>3</td>
<td>Creating and Maintaining a Database</td>
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<td>4</td>
<td>Querying a Database</td>
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<tr>
<td>5</td>
<td>Querying Continued</td>
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<tr>
<td>6</td>
<td>Creating Forms and Reports</td>
</tr>
<tr>
<td>7</td>
<td>SAM Test 1</td>
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<tr>
<td>8</td>
<td>Midterm Exam</td>
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</tbody>
</table>
II. Course Objectives*:

A. Uses basic terminology and concepts of database management. III, IV, XII


C. Demonstrate proficiency when using Access 2002 advanced database features. I, III, XI

D. Demonstrate proficiency when using Windows 2002 utilities. III, XI

E. Provide the student with hands-on experience using realistic database applications and strengthen the student's ability to proofread, explore associated database concepts, and use decision-making skills. I, IV, VI, VIII, IX, X XI

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

III. Instructional Processes*:

Students will:

1. Complete a semester long case study that will place the student in a position in which the student will be responsible for creating and maintaining a database for a business as described in the case study. Personal Development Outcome

2. Solve database problems based on real office situations. Problem Solving and Decision Making Outcome, Transitional Strategies

3. Query data from a database and generate reports to help make business decisions. Information Literacy Outcome

4. Export a database to other software packages, import an HTML file as an Access table, and create hyperlinks to documents and the World Wide Web to understand the integration of software packages. Technological Literacy Outcome

5. Use e-mail to communicate with the instructor on class activities and assignments. Technological Literacy Outcome

6. Internalize the work ethic by regularly attending class, being punctual, submitting work by following deadlines, and acting in a professional manner. Professional Development Outcome,
IV. Expectations for Student Performance*

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

1. Recognize the power of a database. A
2. Distinguish between data and information. A
3. Consider what is needed to set up a database. A
4. Identify the components of a database. A
5. Distinguish between a flat file and relational database. A
6. Create and modify a database structure and table and input fields. B, E
7. Save a database, edit a database, and retrieve selected data from a database. B, E
8. Sort a database. B
9. Print a database. B
10. Use the Access Help system. B
11. Import and replace data into a table. B
12. Back up a database. B
14. Save and open a query. C, E
15. Perform query calculations. C, E
16. Add relationships between tables. C
17. Design and create a custom form. C, E
18. Save and open a form. C
19. Design and create a custom report. C, E
20. Modify report controls and properties. C, E
21. Create advanced queries. C, E
22. Add OLE objects, such as charts and graphics images, to forms and reports. C, E
23. Integrate Access with other software programs. C, E
24. Create and use Data Access Pages to save Access objects in HTML format. C, E
25. Import HTML files as an Access table. C, E
26. Add hyperlink fields to an Access table, and enter hyperlinks to documents and Data Access Pages.
27. Create and use Crosstab and Find Unmatched Queries. C, E
28. Create and use Action Queries. C, E
29. Define table relationships. C, E
30. Copy, rename, and delete files through Windows. D
31. Back-up files through MyComputer or Windows Explorer. D
32. Change default drive at MyComputer or Windows Explorer. D
33. Change directories at MyComputer or Windows Explorer. D

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

V. Evaluation:

A. Testing Procedures: 60 percent of grade

   Evaluations will consist of SAM application tests and a case-based midterm and final application exam. All tests and exams will consist of exercises to complete on the PC. NO MAKEUP TESTS OR EXAMS WILL BE GIVEN. If a student is absent on one of the days a SAM test is given, the student will take a comprehensive SAM test at the end of the semester to replace the SAM test missed. The comprehensive SAM test can replace ONE missed SAM test only. If a student does not take the final exam in the course, the student will receive an "F" for the course.

   SAM Application Tests = 20 percent
   Midterm Exam = 20 percent
   Final Exam = 20 percent

B. Laboratory Expectations: 40 percent of grade

   Daily Procedures: Selected daily work (TOM training tutorials, textbook tutorials, review assignments, and case problems) will be graded. Inclass application exercises over database concepts presented and practiced in text and using TOM will be graded. A point system of grading selected daily work and inclass application exercises will be utilized based on amount of work assigned and accuracy of work completed.

C. Field Work:

   N/A

D. Other Evaluation Methods:

   If applicable, will be provided by instructor via syllabus supplement.

E. Grading Scale:

   A 93-100     C+  80-84     F  < 69
   B+ 90-92     C  75-79
   B  85-89     D  70-74
V. 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 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [No distinction is made for excused or unexcused absences. In order to receive credit for this course, you can miss no more than-

4 times for a class meeting once a week.
8 times for a class meeting twice a week.
12 times for a class meeting three times a week.

When the above number of absences is exceeded, the student's grade will automatically be an "F" 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. Other Policies:

1. In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated. Late work will be charged with a late penalty of minus two points for each working day late. Late work will NOT be accepted after ONE week beyond designated due date.

2. Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

3. Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance of veterans to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

4. OST majors are required to complete a professional portfolio in which they will collect examples of documents that they complete in OST 2006 (Advanced Word), OST 2621 (Excel), OST 2600 (Access), OST 1006 (PowerPoint), OST 2340 (Records Management), OST 2120 (Keyboarding III), OST 2801/02/03 (Creating Web Pages), OST 2015 (Microsoft Office Integration), and OST 2300/2301 (Practicum). This portfolio will be submitted during the last semester at Pellissippi State, will be reviewed by the OST Advisory Board and OST faculty, and will be used for job application to present during job interviews.