

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**ACCESS I CBT
OST 1007**

Class Hours: 0.0

Credit Hours: 1.0

**Laboratory Hours:
3.0**

Revised: Fall 04

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 Course Materials:

License for SAM XP testing software. You will purchase the SAM XP testing license ONCE and will use it for Word CBT, Excel CBT, PowerPoint CBT, Access CBT and Outlook CBT. These are the MOUS courses that require SAM XP application tests. The license is good as long as you are a student at PSTCC and take courses that require this testing.

The ISBN Number for the license is 0-619-17361-0.

IMPORTANT NOTE: You will get a SAM ID when you purchase the software in the bookstore. It has your registration number on it. KEEP THIS ID 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.**

License for TOM training software. You will purchase the TOM training license ONCE and will use it for Word CBT, Excel CBT, PowerPoint CBT, Access CBT and Outlook CBT. These are the MOUS courses that require that you use the TOM training software to help you learn MS Office. The license is good as long as you are a student at PSTCC and take courses that require this training.

The ISBN Number for the license is 0-619-11987-X.

Microsoft Access 2002--Comprehensive Concepts and Techniques by Shelly, Cashman, Pratt, published Course Technology, 2002, ISBN 0-7895-6282-0. This book will also be used in OST 1008--Access II CBT.

I. Week/Unit/Topic Basis:

(See Where Do I Begin? section at the end of this syllabus for detailed instructions on accessing tutorials, textbook assignments, and testing structure.)

Week	Topic
1	Introduction to Access 2002--Install TOM Tutorials Install the TOM training software to your home computer. Download and install files necessary to complete textbook projects. Complete the WebCT site quiz.

- 2 Complete Project 1 (in textbook) and complete the TOM training tutorials for Project 1
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 Project 2 (in textbook) and complete the TOM training tutorials for Project 2
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
Take the SAM theory/application test in the Testing Center over Projects 1 and 2.
- 5 Complete Project 3 (in textbook) and complete the TOM training tutorials for Project 3
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 Complete Web Feature (in textbook). Complete Project 4 (in textbook) and complete the
TOM training tutorials for Project 4
Creating, previewing, and using the data access page to publish databases to the
Internet.
Reports, forms, and combo boxes; report creation; grouping in a report; considerations
and review of report design; designing, creating, and using custom forms.
- 7 Intermediate Access 2002--Testing
*Take the SAM theory/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 TOM 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 TBR'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 or XP. 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
12. Start Access 2002. 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
21. Work with indexes. 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
26. Work with forms. 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) practical application tests administered through the TOM tutorial software (taken over the Web) and
- (2) SAM application and theory tests over the textbook material (taken in the Testing Center). The grades on these tests will be averaged to determine 90 percent of the course grade.

Number of tests:

- a. Two TOM tutorial practical application tests delivered over Web
 - o Projects 1-2 (15%)
 - o Projects 3, 4, and Web feature (15%)
- b. Two SAM application/theory tests over textbook material taken in the Testing Center
 - o Projects 1 and 2 (30%)
 - o Projects 3, 4, and Web Feature (30%)

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 installation of software 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 TOM tutorials and SAM XP theory/application 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. 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. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Reference, *PSTCC 2004-2006 Catalog, page 83*)

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. (Reference, *PSTCC 2004-2006 Catalog, pages 62-63*)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.
To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (Reference, *PSTCC 2004- 2006 Catalog, pages 67-70*)

E. Other:

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

Where do I begin?

1. Once you have your supplies and hardware/software setup, you should 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 your 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 you through the course and will give it some order. It contains a list of the TOM tutorials you will 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. You will need your own Internet Service Provider for access to the Internet.
- TOM (training online materials) courseware. You will need to install the TOM link to <http://samxp.course.com> so that you can complete the training online from your home computer. Be sure that you have registered and are logged in online before you begin the training modules.
- Project Files for use with your textbook. These can be downloaded free via the World Wide Web at <http://www.scsite.com>
- Applications software. You will need to have the following software packages installed on your computer to complete the course:
 - Windows 98 or higher
 - An Internet browser. **Netscape or Internet Explorer** (browser software--free to students). You must download the full version of Netscape or Internet Explorer. Netscape Navigator version 6.2.x or 7.0 (earlier versions are not supported). Internet Explorer (IE) version 5.0 or higher (version 5.5 Service Pack 1 is not supported). **If you use AOL for Web access, you will need the AOL version 7.0 or 8.0. 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
 - TOM (training online materials)

Technology requirements:

Hardware

- Pentium III or higher recommended
- 233 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,

Software

- **Internet Service Provider (ISP)**. You will need to pay for this service. This is independent of PSTCC. This local provider (ISP) will provide you access to the Internet and will cost between \$10-\$20/month.
- **Netscape or Internet Explorer** (browser software--free to students.) You must download it from the WWW or get it through your ISP. You must download the full version of Netscape 6.2.x or 7.0 or Internet Explorer 5.0 or higher. (See above for complete information on browsers.)
- **Microsoft Office XP Professional** You must purchase this if it did not come with your computer.
- **Windows 98 or higher**
- **TOM (training online materials)** You will need to install the connection to TOM online on your personal computer. Be sure to choose the option to complete your training online so that I can access your training results.

Access

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

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 2002**. Your text and the TOM tutorials are Microsoft-approved courseware that match 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 TOM training modules.
- completing SAM application/theory tests

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

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

You have 14 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.

As a registered student, you can use the [open computer labs](#) at Pellissippi State.

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