

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**ACCESS
OST 2600**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 04

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 Course Materials:

- 1.Adamski, Joseph J., Finnegan, Kathleen T., Hommel, Charles, Microsoft Access 2002, New Perspectives Series Comprehensive, Course Technology, Inc., 2002. (ISBN 0-619-02089-X)
- 2.SAM Testing Software License for Microsoft Office XP, Course Technology, Inc., 2002. (ISBN 0-619-17361-0)
- 3.TOM Training Software License for Microsoft Office XP, Course Technology, Inc., 2002. (ISBN 0-619-11987-X)
- 4.One CD-RW or one JumpDrive or twelve 1.44 MB high-density, 3.5" diskettes. (Students enrolled in the Web section can work from the hard drive on their personal computers if they prefer. However, I still recommend backing up each database to a CD or JumpDrive.)
- 5.Course Materials Packet purchased at PSTCC bookstore.

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to Course; Syllabus; Introduction to Databases and Access 2002
2	Creating a Database, Supplemental Exercise 1
3	Querying a Database
4	Querying Continued
5	Creating Forms and Reports
6	SAM Test 1, Supplemental Exercise 2
7	Midterm Exam
8	Enhancing a Table's Design and Creating Advanced Queries, Supplemental Exercise 3
9	Customizing Forms

- 10 Customizing Reports, Supplemental Exercise 4
- 11 Integrating Access with the Web
- 12 Integrating Access with the Other Programs, Supplemental Exercise 5
- 13 Using Query Wizards, Creating Action Queries
- 14 Defining Table Relations and Using Indexes; SAM Test 2, Supplemental Exercise 6
- 15 Final Exam

II. Course Objectives*:

- A. Uses basic terminology and concepts of database management. III, IV, XII
- B. Demonstrate basic features of the Windows and Access 2002 database software. I, III, XI
- C. Demonstrate proficiency when using Access 2002 advanced database features. I, III, XI
- D. Demonstrate proficiency when using Windows 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 Web class through logins, being punctual, submitting work by following deadlines, and acting in a professional manner. *Professional Development Outcome, Transitional Strategy, Active Learning Strategy*

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
13. Define record selection and multiple selection criteria. C, E
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. C, E
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. Use indexes for table fields. C, E
31. Copy, rename, and delete files through Windows. D
32. Back-up files through MyComputer or Windows Explorer. D
33. Change default drive at MyComputer or Windows Explorer. D
34. 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/theory tests and a timed 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 does not take one of the SAM tests, 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. Value of final grade: 60 percent.

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) may be graded. Supplemental exercises over database concepts presented and practiced in text will be mailed to you for completion and will be timed and graded. A point system of grading selected daily work and supplemental exercises will be utilized based on amount of work assigned and accuracy of work completed. Value of final grade: 40 percent.

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. [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. Other Policies:

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 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.

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. Late work will NOT be accepted after ONE week beyond the designated due date.

The MS Access software is available for use in the open computer labs on any campus. Students must have a valid PSTCC ID and/or a Driver's License to be presented on demand to gain access to PSTCC facilities.

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)