Class Hours: 0.0  Credit Hours: 1.0
Laboratory Hours: 3.0  Revised: Spring 07

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, 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 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 2003 Assessment and Training, Version 3.0, Course Technology, 2005. You will purchase the SAM 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 2003 Assessment and Training. 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 0-619-172347.

IMPORTANT NOTE: This license will include your login ID number. You will use this number the first time you login to the SAM software. Once the login number has been used, it is associated with your account and cannot be used by another student. If you lose the number, you will have to purchase another license.


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.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Access 2003--Install SAM 2003 Training tutorials Install the SAM 2003 training software to your home computer. Download and install files necessary to complete textbook projects. Complete the WebCT site quiz.</td>
</tr>
</tbody>
</table>
2. Complete Project 1 (in textbook) and complete the SAM 2003 Training tutorials for Project 1
   Introducing databases; starting Access 2003; 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 SAM 2003 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 2003--Testing
   Take the SAM Assessment theory/application test in the Testing Center over Projects 1 and 2.

5. Complete Project 3 (in textbook) and complete the SAM 2003 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 Integration Feature (in textbook). Complete Project 4 (in textbook) and complete the SAM 2003 Training tutorials for Project 4
   Convert data from other applications to Access; Copy data from Access to other applications; Export and import XML data.
   Reports, forms, and combo boxes; report creation; grouping in a report; considerations and review of report design; designing, creating, and using custom forms.

   Take the SAM 2003 Assessment theory/application test in the Testing Center over Projects 3, 4 and Integration 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 Integration features 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*

4. Use the skills and applications taught in the SAM 2003 Training tutorials in actual work required in exercises that simulate real-world applications.

   *Transitional Strategies*

5. Download applications from the Web and install the files on the student's personal computer to complete research activities required in exercises. Install SAM 2003 Training software on home personal computer.

   *Active Learning Strategies*

*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 notations. (A)
5. Start an application program in Windows 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)
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,B)
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. Convert data from other applications to Access. (B,C,D)
39. Copy data from Access to other applications. (B,C,D)
40. Export and import XML data. (B,C,D)

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

V. Evaluation:

A. Testing Procedures: 90 Percent Tests/Tutorials:

Two types of tests will be given in this course for grade determination

(1) practical training tests administered through the SAM 2003 Training tutorial software (taken over the Web) and

(2) SAM 2003 Assessment 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 SAM 2003 Training tutorials and practical application tests delivered over Web  
   o Projects 1-2 (15%)  
   o Projects 3, 4, and Integration feature (15%)

b. Two SAM 2003 Assessment application/theory tests over textbook material taken in  
   the Testing Center  
   o Projects 1 and 2 (30%)  
   o Projects 3, 4, and Integration 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, and submission of  
   completed “Are You Ready for Online Learning?” survey by designated due dates  
5%--Successful completion and grade on WebCT Site Quiz by designated due date

E. Grading Scale:

The final grade will be determined by averaging the scores on the SAM 2003 Assessment and  
Training theory/application 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>
</tr>
</thead>
<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. 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.]

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. Accommodations for disabilities:

If you need accommodations 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. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other:

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.

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 SAM 2003 Training 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.
- SAM 2003 Assessment and Training courseware license. You will need to install the SAM link to http://sam2003.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 2000 or higher
  - An Internet browser. Internet Explorer (browser software--free to students). You must download the full version of 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 2003 Professional
SAM 2003 Assessment and Training software license

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

**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.
- **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 Internet Explorer 5.0 or higher. (See above for complete information on browsers.)
- **Microsoft Office 2003 Professional** You must purchase this if it did not come with your computer.
- **Windows 2000 or higher**
- **SAM 2003 Assessment and Training software license** You will need to install the connection to SAM 2003 online on your personal computer. Be sure to choose the option to complete your training online so that I can access your training results.

**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 2003.** Your text and the SAM 2003 Training 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 SAM 2003 training modules.
- completing SAM 2003 Assessment application/theory tests

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

Readings, text exercises, and SAM 2003 Training 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 2000 or higher, Microsoft's Office Professional software, and the SAM 2003 Assessment and Training license for this course. MS
Internet Explorer is free and can be downloaded from the Internet. Students will need to arrange for their own Internet Service Provider (ISP).