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 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 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.


I. Week/Unit/Topic Basis:

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Complete Project 5 (in textbook) and complete the SAM 2003 Training tutorials for Project 5&lt;br&gt;Enhancing forms with OLE fields, hyperlinks, and subforms; adding date, memo, OLE, and hyperlink fields; updating the new fields; advanced form techniques</td>
</tr>
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</table>
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 a database.

2 Complete Project 6 (in textbook) and complete the SAM 2003 Training tutorials for Project 6
Creating an application system using macros, wizards, and the switchboard manager; creating, using, and modifying macros; creating and using a switchboard; working with additional tables; creating PivotTables and Pivot Charts.

3 Complete Web Feature (in textbook), complete the SAM 2003 Training tutorials for Web and Testing
Working with Data Access Pages; creating a PivotTable in a Data Access Page. *Take SAM 2003 Assessment theory/application test in the Testing Center over Projects 5, 6, and Web Feature.*

4 Complete Project 7 (in textbook) and complete the SAM 2003 Training tutorials for Project 7
Creating reports using design view; adding and modifying a subreport; adding a date, page numbers and titles to reports; creating mailing labels; enhancing forms; adding command buttons to a form; creating and using combo boxes;

5 Complete Project 8 (in textbook) and complete the SAM 2003 Training tutorials for Project 8
Using Visual Basic for applications; creating a form using design view; creating and modifying a subform.

6 Complete Project 9 (in textbook) and complete the SAM 2003 Training tutorials for Project 9
Administering a database system; using Microsoft Access tools; using the Analyze tool; automatic error checking; creating custom input masks and SmartTags; using replication; SharePoint Services and online collaboration; protecting a database and advanced security.

7 Testing
*Take SAM 2003 Assessment theory/application test in Testing Center over Projects 7, 8, and 9.*

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. Work with Data Access Pages to create PivotTables and PivotCharts. (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*

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 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. Install wizards. (A,C)

5. Create a macro. (A,B,C,G)


7. Modify a macro group. (A,B,C,G)

8. Use the Access wizards. (A,B,C,G)


10. Create lookup fields. (A,B,C,G)

11. Create and use a switchboard. (A,B,C,G)

12. Create advanced forms and reports using combo boxes and buttons. (A,B,D,G)
13. Create and use PivotTables and PivotCharts. (A,B,D,G)
14. Use Visual Basic for applications. (A,B,D,G)
15. Use shared databases. (A,B,E,G)
16. Replicate databases. (A,B,E,G)
17. Synchronize databases. (A,B,E,G)
18. Administer database systems. (A,B,E,G)
19. Set and remove a database password. (A,B,E,G)
20. Restrict data entry. (A,B,E,G)
21. Use SharePoint Services and online collaboration. (A,B,F,G)
22. Create custom input masks and SmartTags. (A,B,F,G)
23. Create Data Access Pages. (A,B,F,G)
25. Create and save PivotTables and PivotCharts to a Data Access Page. (A,B,F,G)

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

V. Evaluation:

A. Testing Procedures: 90 %

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
   - Project 5, 6, and Web Feature (15%)
   - Project 7, 8, and 9 (15%)

b. Two SAM 2003 Assessment application/theory tests over textbook material taken in the Testing Center
   - Projects 5, 6, and Web Feature (30%)
   - Projects 7, 8, and 9 (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, successful download of necessary files and programs 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:

- 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.]

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 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 you through the course. It contains a list of the SAM 2003 Training tutorials you will use, the textbook pages for exercises and review, 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 it from the WWW or get it through your ISP. 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 and 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
- 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.
• 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

(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 it 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 2003 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).