

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**ACCESS I CBT
OST 1007**

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

Revised: Spring 2010

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 sub-forms, use charts, create reports and sub-reports are developed. The course is created specifically to meet the Microsoft Certified Application 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—Keyboarding I or equivalent

Textbook(s) and Other Course Materials:

- **Sam 2007 Assessment and Projects 5.0**, published by Course Technology/Cengage, January 2010 edition key code required, ISBN 0-5387-43034. If you purchased SAM 2007 for another computer course, you DO NOT have to purchase it again. Your license is still current and active.
- **Microsoft Office Access 2007--Comprehensive Concepts and Techniques** by Shelly, Cashman, Pratt, published Course Technology, 2008, ISBN 1-4188-4341-5. This book will also be used in OST 1008-- Access II CBT.

I. Week/Unit/Topic Basis:

(Tentative Schedule)

You can take the entire semester to complete this course as listed below. Due dates will be strictly followed and a grade of zero will be given to work not submitted by the due date. **No late work will be accepted.** If you are taking **more than one** CBT course, you will need to work on two courses at the same time.in less than seven weeks or work on two courses at the same time. **(To complete two or three courses in one semester, it is imperative that you budget your time accordingly.)**

(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 Assignment and Online Entrance Exam

Complete and post the Introduction Assignment as directed under Getting Started in D2L. Download and install files necessary to complete textbook chapters Complete Online Entrance Exam in D2L.

- 2-3 **Complete Access Chapter 1 (in textbook)**
Introducing databases; starting Access 2007; designing databases; creating databases; the Access Window; creating tables; entering and changing data; creating and using a split form to view data; creating a report; using Access Help. Complete Access Chapter 1 Assignment—In the Lab and SAM 2007 Access Chapter 1 Quiz.
- 4-5 **Complete Chapter 2 (in textbook)**
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; creating parameter and crosstab queries. Complete Access Chapter 2 Assignment—In the Lab and SAM 2007 Access Chapter 2 Quiz.
- 6 Prepare for Access 2007 Application Test 1 over Chapters 1-2. Complete Access Practice Exam 1.
7. **Access 2007—Application Test 1 over Chapters 1-2**
Take the first application test in the Main Campus Testing Center over Chapters 1 and 2.
- 8-9 **Complete Chapter 3 and Integration Feature (in textbook)**
Adding, changing, and deleting records in a table; changing a structure of a database; creating validation rules, default values and formats; specifying referential integrity; using subdatasheets; ordering records on multiple fields; creating and using single and multivalued Lookup fields; using action queries to update records; using special database operations such as backup and recovery and compact and repair. Link data to or from other applications to Access; Export and import data to or from other applications; Export and import XML data. Complete Access Chapter 3 Assignment—In the Lab and Integration Feature Assignment—In the Lab. Complete Sam 2007 Access Chapter 3 and Integration Feature Quiz.
- 10-11 **Complete Chapter 4 (in textbook)**
Creating reports, forms, and combo boxes using wizards; grouping and sorting in a report; considerations and review of report design; adding totals and subtotals to a report; filtering records in reports and forms; adding fields to reports and forms; adding and moving controls on reports and forms. Complete Access Chapter 4 Assignment—In the Lab and SAM 2007 Access Chapter 4 Quiz.
- 12 Prepare for Access 2007 Application Test 2 over Chapters 3-4 and Integration Feature. Complete Access Practice Exam 2
- 13 **Access 2007—Application Test 2 over Chapters 3, 4, and Integration Feature**
Take the second application test in the Main Campus Testing Center over Chapters 3, 4 and Integration Feature.
- 14 **Complete the Online Exit Exam in D2L**

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 email to communicate problems, questions, and issues to instructor. *Communication 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 2007 Training tutorials in actual work required in exercises that simulate real-world applications. *Transitional Strategies*
- 5. Download files from the Web and install the files on the student's personal computer to complete research activities required in exercises. Install SAM 2007 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: email. (A)
- 3. Copy and download files and programs. (A)
- 4. Understand keyboard shortcut notations. (A)
- 5. Start an application program in Windows XP. (A,C)
- 6. Identify the components of the Access screen. (A)
- 7. Backup files, disks, and databases. (A)
- 8. Identify and utilize the Windows Explorer. (A)
- 9. Copy, delete, and move files. (A)

10. Understand database structure. (A,B)
11. Start Access 2007. (A,B)
12. Use databases. (A,B)
13. Create databases. (A,B)
14. Use the Help feature of the software. (A,B)
15. Create tables. (A,B)
16. Define relationships. (A,B)
17. Enter and change data. (A,B)
18. Insert a new field. (B,C,D)
19. Sort and search for records. (B,C,D)
20. Filter records. (B,C,D)
21. Create queries using design view. (B,C,D)
22. Enter selection criteria. (B,C,D)
23. Join tables and build relationships between tables. (B,C,D)
24. Work with forms. (B,C,D)
25. Create forms using a wizard x. (B,C,D)
26. Create a subform. (B,C,D)
27. Build a custom form. (B,C,D)
28. Get more control from forms. (B,C,D)
29. Format forms. (B,C,D)
30. Use reports. (B,C,D)
31. Grouping in reports. (B,C,D)
32. Create an autoformat. (B,C,D)
33. Create sub-reports. (B,C,D)
34. Print a report. (B,C,D)
35. Link data to or from other applications to Access. (B,C,D)
36. Export and import data to or from other applications to Access. (B,C,D)
37. Export and import XML data. (B,C,D)

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

V. Evaluation:

A. Testing Procedures: 70 Percent:

Two examinations will be given in this course for grade determination:

- 1) Application Exam 1 over Chapters 1-2
- 2) Application Exam 2 over Chapters 3, 4, and the Integration Feature. These tests will count as 70 percent of the total grade for the course.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 30% of grade

20 percent – Five In-the-Lab assignments will be completed from the textbook. Each assignment must be submitted on or before the due date. After having submitted and received feedback on each lab assignment, each student will complete an online quiz over each chapter using SAM 2007. The quiz will consist of tasks and theory questions and can be taken only one time. **No late work will be accepted** after due date and a grade of zero will be recorded for unsubmitted assignments and quizzes. Be sure to check course calendar for designated due dates.

10 percent – Successful completion and posting of the Introduction assignment in D2L by designated due date. Online entrance Exam and Exit Exam grades completed by due dates.

E. Grading Scale:

The final grade will be determined by averaging the scores on the SAM 2007 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:

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

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of

Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (*Pellissippi State Online Catalog*)

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. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his 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 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

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. (*Pellissippi State Online Catalog*)

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/online>**
2. Click on the **Log In** button and login to "D2L"
3. Enter your username and password to login.
4. Scroll to My Pellissippi State Community College Courses to find your Web courses and click on **OST 1007 – Access I**
5. Click on Course Content and begin with the **Getting Started** module.

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 2007 Assessment and Projects 5.0 courseware license.
- Student Data Files for use with your textbook. These can be downloaded free via the Web at <http://www.scsite.com>
- Shelly/Cashman *Access 2007 Comprehensive* textbook to complete In the Lab assignments.
- Applications software. You will need to have the following software packages installed on your computer to complete the course:

- Windows XP 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. Minimum browser requirements: See <http://www.pstcc.edu/online/specs.html> or see
- Microsoft Office 2007 Professional. (As a registered student, you can use the open computer labs at PSTCC if you do not have this software.)