

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**ACCESS II CBT  
OST 1008**

**Class Hours: 0.0**

**Credit Hours: 1.0**

**Laboratory Hours: 3.0**

**Revised: Fall 09**

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 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 1007—Access I CBT or equivalent

**Textbook(s) and Other Course Materials:**

- **Microsoft Office Access 2007--Comprehensive Concepts and Techniques** by Shelly, Cashman, Pratt, published Course Technology, 2008. ISBN 1-4188-4341-5. This is the same text that is used in OST 1007—Access I CBT (MS Office 2007 version).

**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. **(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.)

<b>Week</b>	<b>Topic</b>
1	Complete Introduction Assignment and Online Entrance Exam (if necessary) Complete and post the Introduction Assignment as directed under Getting Started in D2L. Complete the Online Entrance Exam in D2L. (NOTE: If this is your second CBT course for this semester, you have already completed these activities and should begin with Chapter 5 in the textbook.)
2-3	Complete Chapter 5 (in textbook—Be sure you have downloaded the necessary files

for completing this course from the Shelly/Cashman Website, before beginning in the textbook.)

Adding special fields to a table; using the input mask wizard; enhancing forms with OLE fields, hyperlinks, and subforms; adding date, memo, OLE, hyperlink and attachment fields; updating the new fields; advanced forms techniques including modifying forms and subforms, moving and resizing fields and labels; changing special effects and colors; using date and memo fields in a query; view object dependencies.

Complete Access Chapter 5 Assignment—In the Lab

- 4-6 Complete Chapter 6 (in textbook)  
Creating an application system using macros, wizards, and the switchboard manager; creating, using, and modifying macros; creating and using a switchboard; import data and create a query; creating PivotTables and Pivot Charts. Complete Access Chapter 6 Assignment—In the Lab.
- 7 Access 2007—Application Test 1 over Chapters 5-6  
Take the first application test in the Main Campus Testing Center over Chapters 5 and 6.
- 8-10 Complete Chapter 7 (in textbook)  
Creating reports using design; aligning controls; adding text boxes; grouping and updating controls; adding and modifying a subreport; adding a date, page numbers and titles to reports; assigning conditional values; creating mailing labels. Complete Access Chapter 7 Assignment—In the Lab.
- 11-13 Complete Chapter 8 (in textbook)  
Creating a form with combo boxes, command buttons and option groups; creating a multi-page form, inserting, modifying, and formatting a chart type; using tools in control groups. Complete Access Chapter 8 Assignment—In the Lab.
- 14 Access 2007—Application Test 2 over Chapters 7-8 and Complete the Online Exit Exam in D2L.

## 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 proficiency using realistic database applications and strength 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 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 2007 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: email. (A)
3. Copy and download files and programs. (A)
4. Install wizards. (A,C)
5. Create a macro. (A,B,C,G)
6. Run macros. (A,B,C,G)
7. Modify a macro group. (A,B,C,G)
8. Use the Access wizards. (A,B,C,G)
9. Define an input mask. (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 shared databases. (A,B,E,G)
15. View object dependencies. (A, B, E)
16. Create and print mailing labels. (A, B, E)
17. Add calculations to advanced forms and reports. (A, B, E)

18. Insert, modify and format charts in advanced forms. (A, B, E)
19. Create custom input masks. (A,B,F,G)
20. Add hyperlinks and export to HTML. (A,B,F,G)

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

## V. Evaluation:

### A. Testing Procedures: 70 %

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

- (1) Application Exam 1 over Chapters a5-6. (35 percent).
- (2) Application Exam 2 over Chapters 7-8. (35 percent) These two 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%

- 20 percent—Four In-the-Lab assignments will be completed from the textbook. Each assignment must be submitted before the due date. **No late work will be accepted** after due date and a grade of zero will be recorded for unsubmitted assignments. 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:

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/](http://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.

A. **Where Do I Begin?**

1. Once you have your textbook, supplies and hardware/software setup, you should go to **<http://www.pstcc.edu/online>**
2. Under Student Resources, click on the **Log into your courses** button and login to "D2L"
3. Enter your username and password to login.
4. Scroll to the bottom of the screen to find your Web courses and click on **OST 1008 – Access II**.
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.

- Shelly/Cashman Access 2007 Comprehensive textbook to complete In the Lab assignments.
- Student Data Files for use with your textbook. These can be downloaded free via the 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 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.)