PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

ACCESS
OST 2600

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **Revised: Spring 2010**

 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:/Corequisites: OST 1211 or OST 1005 or equivalent

 OST 1005 or OST 1211 or equivalent

Textbook(s) and Other Course Materials:

1. Adamski, Joseph J., Finnegan, Kathleen T., *Microsoft Access 2007*, New Perspectives Series, Comprehensive, Course Technology/Cengage, 2008, Inc., 2008. (ISBN 1-4239-0589-X)
2. *Sam 2007 Assessments, Projects, and Training 5.0*, published by Course Technology/Cengage, January 2010 edition key code required. ISBN 0538743034 purchased separately.
3. Portable USB Storage FlashDrive 64MB or higher.

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to Course; Syllabus; Creating a Database Using MS Access 2007
2	Building a Database and Defining Table Relationships
3	Maintaining and Querying a Database
4	Maintaining and Querying Continued
5	Creating Forms and Reports
6	**Application Test 1**
7	Enhancing a Table's Design and Creating Advanced Queries
8	Using Form Tools and Creating Custom Forms
9	Using Form Tools and Creating Custom Forms

10	Creating Custom Reports
11	**Application Test 2**
12	Sharing, Integrating and Analyzing Data
13	Integrating Access with the Other Programs Mail Merge using Access and Creating Mailing Labels
14	Using Action Queries, Advanced Table Relationships, and Indexes
15	**Application Test 3**

II. Course Objectives*:

A.   Uses basic terminology and concepts of database management. III, IV, XII

B.   Demonstrate basic features of the Windows and Access 2007 database software. I, III, XI

C.   Demonstrate proficiency when using Access 2007 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 Objectives: (Referenced to General Education Competencies)

Students will use the following processes to accomplish the objectives of this course:

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. (*Active Learning Strategies*)

2.   Solve database problems based on real office situations. (*Transitional Strategies*)

3.   Query data from a database and generate reports to help make business decisions. (*Technological 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 class (or attending Web class through logins), being punctual, submitting work by following deadlines, and acting in a professional manner. (*Transitional Strategies, Active Learning Strategies*)

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.   Backup a database. (B)

13.   Define record selection and multiple selection criteria. (C, E)

14.   Create, 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.   Import HTML files as an Access table. (C, E)

25.   Add hyperlink fields to an Access table, and enter hyperlinks to documents. (C, E)

26.   Create and use a PivotTable. (C, E)

27.   Create and use a PivotChart. (C, E)

28.   Create and use Crosstab and Find Unmatched Queries. (C, E)

29.   Create and use Action Queries. (C, E)

30.   Define table relationships. (C, E)

31.   Use indexes for table fields. (C, E)

32.   Copy, rename, and delete files through Windows. (D)

33.   Back-up files through MyComputer or Windows Explorer. (D)

34.   Change default drive at MyComputer or Windows Explorer. (D)

35.   Change directories at MyComputer or Windows Explorer. (D)

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

V. Evaluation:

A. Testing Procedures:

GRADING STANDARDS:

A	93 - 100	C+	80 - 84		F	≤ 69
B+	90 - 92	C	75 - 79			
B	85 - 89	D	70 - 74			

Evaluations will consist of four application tests. These tests will consist of problems similar to the review assignments and cases found in the textbook. All application tests will be timed
.

  NO MAKEUP TESTS WILL BE GIVEN.   If a student is absent on one of the days an application test is given, the student will take a comprehensive exam at the end of the semester to replace the test missed. The comprehensive exam can replace ONE missed test only. ***Application tests count for 60 percent of the final grade.***

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Open labs with required software are available at all campuses. Check posted hours. Some assignments will be completed and submitted during class time.

C. Field Work:

N/A

D. Other Evaluation Methods:

Selected tutorials, review assignments, and cases will be assigned as homework. Homework must be completed in its entirety and will not be accepted after the due date.

In-class exercises consisting of database concepts similar to those in the text will be given. These in-class exercises will be worth between 5 to 25 points. In-class exercises and in-class quizzes cannot be made up.

Quizzes using the SAM 2007 Assessment software may be given over each chapter in the textbook and will consist of multiple-choice questions and individual tasks in Access completed on the computer. Students will be given accounts to test this software.

The average of homework, in-class exercises, in-class quizzes, and SAM 2007 Assessments (if possible) will count for 40 percent of the final grade.

VI. Policies:

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 NOT** be accepted unless prior approval from instructor has been given. Late work will **NOT** be accepted after **ONE** week beyond designated due date.

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

A. Attendance Policy:

Pellissippi State Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding videotape and Web courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [No distinction is made for excused or unexcused absences. These will be treated as an absence. In order to receive credit for this course, you can miss **no more than**

3 ½ times for a class meeting once a week.
7 times for a class meeting twice a week.
11 times for a class meeting three times a week.

When the above number of absences is exceeded, the student's grade will automatically be an "F" for the course. *(Pellissippi State Online Catalog)*

B. Academic and Classroom Misconduct:

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 Policies:

Extended college Closure: Pellissippi State Community College is committed to the educational process and student learning. In the event of a prolonged college closure (of at least a week), the educational process will continue. If the college is closed for an extended period of time, instructors are required to maintain student learning and the progress of the course, even if classes cannot meet in person. For this course, if there is an extended college closure, the class will continue through the College's on-line learning environment (Desire2Learn). The instructor will post readings, assignments, quizzes and due dates, etc, in Desire2Learn (D2L) and/or in SAM Assessment and Projects. It is the student's responsibility to login to D2L/Sam and check posted instructions and assignments and to

complete and submit those assignments by the due dates as listed on the Course Calendar. All testing required to be completed in class will be accomplished once the College reopens.

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.

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)*