

Learning Outcomes:

General Education

- Evaluate arguments in a logical fashion

Technical Education

- Understand and use current, market driven Suite software as well as related office technology hardware

Course Specific:

- Apply the fundamentals of Access to create and maintain a relational database for coursework, professional purposes, and personal use
- Use a variety of wizards in the formatting of data fields, labels, and text boxes
- Design QBW queries, filters, and calculated fields to obtain information from databases
- Create custom reports and forms with sub forms using Design View and advanced design techniques
- Develop an understanding of the issues and techniques involved in administering a database

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

none

Plan of Work:

Session	Activity	Assignment	SAM Assessment & Training
Week One	Introduction to Course File Management	Read Pages FM 3-21	Windows XP
Week Two	Tutorial One – Introduction to MS Access 2003	Review Assignment Case Problems 1, 2, 3	<i>Windows XP Due</i>
Week Three	Tutorial Two – Creating & Maintaining a Database	Review Assignment Case Problems 1, 2, 3	
Week Four	Tutorial Three – Querying a Database	Review Assignment Case Problems 1, 2, 3	
Week Five	Tutorial Four – Creating Forms & Reports	Review Assignment Case Problems 1, 2, 3	Access I Assessment & Training
Week Six	Exam I	Tutorial 1-4 Projects Due	Access I Assessment & Training Due
Week Seven	Tutorial Five – Enhancing a Table’s Design & Creating Advanced Queries	Review Assignment Case Problems 1, 2, 3	
Week Eight	Tutorial Six – Creating Custom Forms	Review Assignment Case Problems 1, 2, 3	
Week Nine	Tutorial Seven – Creating Custom Reports	Review Assignment Case Problems 1, 2, 3	
Week Ten	Tutorial Eight – Integrating Access with the Web and with Other Programs	Review Assignment Case Problems 1, 2, 3	Access II Assessment & Training
Week Eleven	Exam II	Tutorial 5-8 Projects Due	Access II Assessment & Training Due
Week Twelve	Tutorial Nine – Using Action Queries & Defining Table Relationships	Review Assignment Case Problems 1, 2, 3	
Week Thirteen	Tutorial Ten – Automating Tasks with Macros	Review Assignment Case Problems 1, 2, 3	
Week Fourteen	Tutorial Twelve – Managing & Securing a Database	Review Assignment Case Problems 1, 2, 3	Access III Assessment & Training
Week Fifteen	Review Problems	Tutorial 9, 10, 12 Projects Due	Access III Assessment & Training Due
Week Sixteen	Exam III		

Course Requirements:

Labs and Case Studies	40%
SAM Assessments & Training	20%
Tests (3)	30%

Instructor Evaluation

10% |

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).