

BUS 180 ACCESS FOR BUSINESS COURSE SYLLABUS

Version 2000

INTRODUCTION

Microsoft Access is a computer application program that is used to create and manage a database. In this one-unit course, you will be working with four out of the seven objects available in Access; namely, tables, forms, queries, and reports. In addition, one-to-many and many-to many relationships using sub forms and multiple table queries; charts; and, the basics of the switchboard manager will also be covered.

BUS 180 is required in several Office Information Systems certificate/AA degree programs and an excellent course for learning the basics of Access 2000 for the business major. It is one unit of credit which takes approximately 32 hours of lab time to complete (additional time will be needed for studying the material). The textbook introduces learners to concepts and then steps them through the features in a variety of exercises. The graded assignments are of enough variety to give learners additional practice with the software.

Since this is an online program, following written and verbal instructions is vital! Read and study each chapter carefully to get the overall picture; in addition, read through all the steps in each exercise before doing the exercise—it can save you a lot of time and frustration! If you have any trouble understanding instructions, read through again. Using the Access **HELP MENU OR LAB REFERENCE BOOKS** will often give you good information; use both often. If that doesn't work, ask the instructor or visit one of the two campuses for assistance (San Marcos Room B-22 or Escondido Room 200).

The entire textbook helps to prepare you for the MOUS (Microsoft Office User Specialist) Certification exam for Access). Palomar College is a test site for the exam at the Escondido Center by appointment only, call 744.1150 ext 8193. The tests are made available to students at a very reduced price of \$35 per exam, regular price is \$50-\$100. Also, visit the following website for more details about the certification exams: www.mous.net

TEXT AND MATERIALS NEEDED

Text: *EXPLORING MICROSOFT ACCESS 2000* by Robert T. Grauer and Maryann Barber, Prentice-Hall, 2001, Chapters 1-5 and Appendices A and C.

GRADING

Assignments (based on 4. system*)	60%	* 0 errors = 4. = A+
Tests	20%	1 " = 3.5 = A-
Final Exam or Project.	20%	2 " = 3. = B-
		3 " = 2. = C-
		4 " = 1. = D-

Assignments and tests will be graded using professional standards for business documents and for mastery of software features. Errors consist of not following assignment directions, improper formatting, and spelling or typographical errors. You may correct errors and resubmit a graded exercise; the two grades will be averaged.

TRAINING MATERIALS

1. Microsoft Access 2000 Windows program
2. Data files are available from the publisher that you will copy to your hard drive or on a Zip Disk. Student data files can be

downloaded from the publisher at <http://www.prenhall.com/grauer>.

3. *E-mail is essential to communicate with you on your progress. Please follow these instructions*
 - a. Go to the Tools section of Blackboard
 - b. Click on Personal Information
 - c. Edit Personal Information and make sure your email address is correct.

CHAPTERS AND EXERCISES

- A. In this one-unit course, you will be completing Chapters 1-5, pages 1-257, in the text, Exploring Microsoft Access 2000.
- B. Review the inside front cover of the textbook for an overview of the concepts you will be learning and practicing in Chapters 1-5 and Appendices A and C.
- C. Review the "Contents," pages v-viii, Chapters 1-5, for an overview of this course.
- D. Read the "Preface," pages xi-xvi textbook features and benefits.
- E. Review Appendix A, pages 415-421; it is a great summary of all of the Access toolbars. Don't memorize any of them, but know that they are there for your reference as you work through Access (and they might be a good review before taking the Quizzes and Final Exam!)
- F. The section on "Essentials of Windows 95/98: Disk and File Management" located at the very end of your textbook on pages 1-64, is a must to work through for those of you who have not taken a Windows class; spend your first few lab times on this reading and practice. It's also a great review for those of you who know Windows! Note: any review and practice exercises completed in this section are not Submitted for a grade.
- G. Beginning with Chapter 1, pages 1-48, study the white pages for conceptual information. Then, complete all of the steps in each Hands-On Exercise that follows on the yellow pages. Even though your authors suggest it, there is no need to Submit via "Digital Drop Box" any of the Hands-On Exercises; they are not Submitted for a grade.

Just a note: There may be some errors in the textbook; if you discover any, please let the instructor or lab assistant know.

Submitting Assignments via the Digital Drop Box in the Tools section of Blackboard.

You will be completing 16 assignments for a grade. Submit your completed assignments to your digital drop box; your instructor will grade your assignments and record them in your grade book in a timely manner. If you have questions about your graded assignments, ask your instructor. This course takes approximately 32 hours of lab time to complete. You wish to complete all assignments within 8-weeks, plan to Submit 2-3 assignments per week. However, the more assignments per week you do Submit, the faster you will complete the course!

When submitting assignments in the drop box:

1. Go to "Check Grade" in Tools and Submit via "Digital Drop Box" this document. This is where you will find your grades posted when an assignment has been graded.
2. When submitting assignments in the drop box in the Title section, you must type in the label as it appears on the Check Grade for reference. That way your instructor will know what assignment you are submitting for a grade.
3. You need not type in your name or date and time. Blackboard will include this information with every submission automatically.

Class Schedule - 8 week course

This is only to keep you on task and to complete on time. However, you may choose to complete course assignments in advance and submit them. ***The most difficult part of the Online courses are organizational skills and time management skills.*** Should you fall behind this schedule, I suggest you consider dropping before the drop date! If you do not drop this course by February 18 or a grade of FW will be given to those who have submitted no work and a F to those who have submitted any portion of the assignments. If you do dropped the course, email your instructor Rose DeMarco at rdemarco@palomar.edu

Complete - By

Week 1 – Chapter 1 – April 6 – Saturday
Week 2 – Chapter 2 – April 13 – Saturday
Week 3 – Chapter 3 – April 20 – Saturday
Week 4 – Chapter 4 – April 27 – Saturday
Week 5 – Quiz 1 – May 4 – Saturday

Week 6 – Chapter 5 – May 11 – Saturday
Week 7 – Appendix C – May 18 – Saturday
Week 7 – Quiz 2 – May 18 – Saturday
Week 8 – Final Exam – May 21 – Tuesday

ASSIGNMENTS

CHAPTER 1 INTRODUCTION TO MICROSOFT ACCESS: WHAT IS A DATABASE? pages 1-48

Chapter 1 is explained in great detail to set your standard of study for all succeeding Chapters.

CHAPTER	PAGE	WHAT TO STUDY	SPECIAL INSTRUCTIONS
1	1-5	Concepts	Read and study text and illustrations. Access-1 Lecture covers the course syllabus and the concepts and assignments in Chapter 1.
1	6-12	Hands-On Exercise 1	Practice all Steps; do not submit for a grade. Page 7: you can download the practice files from either our lab networks or from the publisher's website.
	13-16	Concepts	Read and study text and illustrations.
	17-24	Hands-On Exercise 2	Practice all Steps.
	25-26	Concepts	Read and study text and illustrations.
	27-31	Hands-On Exercise 3	Practice all Steps.
	32-33	Concepts	Read and study text and illustrations.
	34-40	Hands-On Exercise 4	Practice all Steps.
	41	Summary Key Words and Concepts	Review.
	42-43	Multiple Choice	Quiz yourself on your knowledge of Chapter 1; the answers are on page 44. (These questions will be similar to your real Quiz questions.)

Complete and Submit via “Digital Drop Box” the following Chapter 1 Practices

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
1	#1 p. 44	Employee Census Report and Word cover page, stapled together	The cover/title page includes the same information asked for in “Assignment Coding.” Not sure of a format? Check a reference manual. Submit via “Digital Drop Box” both files.	
	#3 p. 45	United States Database	Submit via “Digital Drop Box” 3 reports and a Word title page	
	#4 p. 46	Super Bowl Database	Submit via “Digital Drop Box” 3 reports and a Word title page	
	#6 p. 47	Companion Web Site	This exercise is NOT submit for a grade, but it is an excellent review before taking the Quizzes—or anytime!	
	Garbage In, Garbage Out, p. 48	GIGO Database	Submit via “Digital Drop Box” the corrected database with a Word memo to your instructor explaining the problem and how you fixed it.	

CHAPTER 2 TABLES AND FORMS: DESIGN, PROPERTIES, VIEWS, AND WIZARDS pages 49-100

2	49-92	Concepts and Practice	<p>Access-2 Lecture covers the concepts and assignments in Chapter 2.</p> <p>Follow the detailed study process you established in Chapter 1: study the concepts on the white pages and complete all of the Hands-On Exercises. Don't forget to review the Summary and Key Words and Concepts sections and answer the Multiple Choice Questions at the end of the Chapter.</p>	
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Complete and Submit via "Digital Drop Box" the following Chapter 2 Practices

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
2	#1 and #2 pp. 92-94	My First Database	Complete both Practices 1 and 2 but only Submit via "Digital Drop Box" the Practice 2 form for a grade.	
	#4 and #8 pp. 95 and 98	United States Database United States Form United States Table	Complete both Practices 4 and 8 but only Submit via "Digital Drop Box" the Practice 8 form and one page for each state selected, a total of 3 pages.	
	99	Form Design	Select something simple! Be creative! Submit via "Digital Drop Box" the table and the form.	
	100	Copyright Infringement	This exercise is NOT submit for a grade but you may want to do it for the very important information that it contains!	

TAKE QUIZ 1 COVERING CHAPTERS 1- 2 (Multiple Choice, 35 points); see instructor or lab assistant. When you have completed the quiz, please return it directly to the instructor or lab assistant.

CHAPTER 3 INFORMATION FROM THE DATABASE: REPORTS AND QUERIES pages 101-159

3	101-152	Concepts and Practice	<p>Access-3 covers the concepts and assignments in Chapter 3.</p> <p>Follow the detailed study process you established in Chapter 1: study the concepts on the white pages and complete all of the Hands-On Exercises. Don't forget to review the Summary and Key Words and Concepts sections and answer the Multiple Choice Questions at the end of the Chapter.</p>	
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Complete and Submit via "Digital Drop Box" the following Chapter 3 Practices

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
3	#1 p. 152	Our Students Database	Directions as stated.	

	#3 p. 153	United States Database	Fig. 3.13 on page 154; Submit via “Digital Drop Box” the report.	
	#7 p. 157	Employees Database	Fig. 3.17 on page 158; Submit via “Digital Drop Box” all 3 queries and the Employees Table.	
	159	Compacting versus Compressing	This exercise is NOT submitted for a grade but you may want to do it for the information that it contains!	

CHAPTER 4 PROFICIENCY: RELATIONAL DATABASES, EXTERNAL DATA, CHARTS, AND THE SWITCHBOARD pages 161-204

4	161-198	Concepts and Practice	<p>Access-4 covers the concepts and assignments in Chapter 4.</p> <p>Follow the detailed study process you established in Chapter 1: study the concepts on the white pages and complete all of the Hands-On Exercises. Don't forget to review the Summary and Key Words and Concepts sections and answer the Multiple Choice Questions at the end of the Chapter.</p>	
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Complete and Submit via "Digital Drop Box" the following Chapter 4 Practices

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
4	#1 p. 198	Investment Database Client Master List Switchboard Form Switchboard Table Word cover sheet	Submit via "Digital Drop Box" all 4 documents, stapled together.	
	#2 p. 199	Chapter4Practice2 Database	Submit via "Digital Drop Box" the two reports.	
	#3 p.199	Switchboard	Directions as stated.	

CHAPTER 5 ONE-TO-MANY RELATIONSHIPS: SUBFORMS AND MULTIPLE TABLE QUERIES pages 205-257

5	205-249	Concepts and Practice	<p>Access-5 covers the concepts and assignments in Chapter 5.</p> <p>Follow the detailed study process you established in Chapter 1: study the concepts on the white pages and complete all of the Hands-On Exercises. Don't forget to review the Summary and Key Words and Concepts sections and answer the Multiple Choice Questions at the end of the Chapter.</p>	
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Complete and Submit via "Digital Drop Box" the following Chapter 5 Practices

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
5	#1 p. 250	National Bank Database Customer Form	Directions as stated.	
	#2 p. 251	National Bank Database	Directions as stated.	
	#3 p. 252	Look Ahead Database	Directions as stated.	
	#5 p. 253	Switchboard	Submit via "Digital Drop Box" the switchboard	

APPENDIX C COMBINING AN ACCESS DATABASE WITH A WORD FORM LETTER, pages 433-448

	433-442	Merged Letters	Submit via “Digital Drop Box” merged letters.	
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TAKE QUIZ 2 COVERING CHAPTERS 3-5 and Appendix C (Multiple Choice and Matching, 35 points); see instructor or lab assistant. When you have completed the quiz, please return it directly to the instructor or lab assistant.

CHOOSE ONE OF THE OPTIONS BELOW TO COMPLETE THIS COURSE:

FINAL EXAM WHEN ALL WORK HAS BEEN SUBMITTED, GRADED, AND RETURNED*, TAKE THE FINAL EXAM, A TWO-HOUR TIMED PRODUCTION. Phone THE INSTRUCTOR OR LAB ASSISTANT to schedule THE FINAL EXAM at 744.1150 Ext. 2497

Must be completed at the San Marcos Campus in B-22 by Tuesday May 21 at 12 pm.

The final exam will cover most of the features that you have learned in this course; namely, creating a table, deciding properties, creating a form, creating a query, and generating a report.

*Be sure to check with your instructor prior to taking the final exam to make sure that all of your assignments have been graded and recorded.

OR

PROJECT OPTION

Do you have a document to create? A bulletin? A newsletter? A short manual? A multi-page report? Something else that can utilize many of the features learned in this course? Discuss your ideas with your instructor and complete this project instead of taking the final exam.

NOTE: YOU are almost ready for the Access MOUS certification test! Go to www.mous.net to see what else you have to study and then go for it!