1. **COURSE TITLE\*: Access**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: CSCI 2213**
3. **PREREQUISITE(S)\*: None COREQUISITE(S)\*:**
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3.0 LECTURE HOURS\*: 2.5**

**LABORATORY HOURS\*: .5 (1 Contact) OBSERVATION HOURS\*: 0**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

Introduction to database software using adopted Microsoft Access release edition to create databases, understand data entry, record-keeping, working with fields, tables, forms, reports, queries, sharing data, and using database tools in preparation for Microsoft Access Exam.

1. **LEARNING OBJECTIVES\*:**

Upon successful completion of the course, the student will be able to operate and perform advanced applications within database design and editing software. The student will be able to:

1. Manage and create tables.
2. Create relationships between tables.
3. Perform queries.
4. Create and modify tables in design view.
5. Create forms.
6. Create reports and mailing labels.
7. Modify filtering and viewing data.
8. Export and import data.
9. Design the physical structure of tables.
10. Build relationships and lookup fields.
11. Use advanced query techniques.
12. Create and use custom forms.
13. Create and use custom reports.
14. Gain knowledge for utilizing Access tools and managing objects.
15. Understand how to automate, customize, and secure Access.
16. Show the ability to integrate access data from other sources.
17. Prepare for the Microsoft Office Specialist Exam in Access reflecting skills achieved using this application.
18. Complete the Microsoft Office Specialist Exam in Access reflecting skills achieved using this application.
19. **ADOPTED TEXT(S)\*:**

*Benchmark Series Microsoft Access Levels 1 and 2 – Office 365 – 2019 Edition*

Bundled ISBN Includes: Printed Textbook, Cirrus, and EBook

Edition 2019

Authors: Rutkosky, Roggenkamp, Rutkosky

Publisher: Paradigm Education Solutions

GMetrix Access Code will be provided by instructor.

BUNDLED ISBN: 9798765748688

GMetrix Access Code will be provided by instructor.

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***
2. A fast, reliable Internet connection is required for access to Cirrus web-based training and assessment and access to student data files.
3. Microsoft Office Specialist (MOS) Exam Voucher purchased at Certiport or thru the SSCC business office.
4. Applicable Lab Fees.
5. Applicable exam sitting fees.
6. GMetrix Microsoft Office simulation software site license access code provided by instructor.
7. Current Cirrus access code for accessing online resources.
8. Computer Time: Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.
9. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Graded Content | Percentage |
| Cirrus Training Tutorial Completion | 8% |
| Cirrus Exercise Completion | 25% |
| Cirrus Concept Exam Completions | 8% |
| Cirrus Skills Check Completions | 15% |
| Cirrus Project Completions | 15% |
| Discussions Utilization Assignment | 4% |
| GMetrix Multi-Project Training and Testing (50 points each) | 14% |
| Final MOS Certification Test (1) | 10% |
| Reflections Survey | 1% |
| TOTAL | 100% |

1. **COURSE METHODOLOGY OR COURSE FORMAT: *(Course Syllabus – Individual Instructor Specific)***

*Can include any of the following:*

1. Portfolio of documentation representing skills and knowledge gained
2. Hands on textbook applications and exercises for creating and designing various office application documents
3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
4. Integration of the various office applications

*Must include:*

1. Preparation for Microsoft Office Specialist (MOS) Exam using GMetrix
2. Completing of the Microsoft Office Specialist (MOS) Exam
3. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

Week 1: Chapter 1 - Course Learning Objective 1: Students will create tables and queries using Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 2: Chapter 2 Course Learning Objective 2: Students will build and create relationships between tables in Microsoft Access. Methods for accessing include assigned activities, tests, and exams.

Week 3: Chapter 3 Course Learning Objective 3: Students will perform various queries utilizing Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 4: Chapter 4 Course Learning Objective 4: Students will create and modify tables in design view in Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 5: Chapter 5 Chapter 1 Course Learning Objective 5: Students will create forms using Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 6: Chapter 6 Course Learning Objective 6: Students will create reports and mailing labels using Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 7: Chapter 7 Course Learning Objective 7: Students will modify, filter, and view data using Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 8: Chapter 8 Course Learning Objective 8: Students will export and import data using Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 9: Chapter 9 Course Learning Objective 9: Students will learn advanced skills for designing table structures, control data entry, develop relationships between databases, and learn about utilizing attachment type fields. Methods for accessing include assigned CIRRUS and activities, tests, and exams.

Week 10: Chapter 10 Course Learning Objective 10: Students will be building database relationships and lookup fields in Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 11: Chapter 11 Course Learning Objective 11: Students will be using advanced query techniques to extract records, modify query properties, and create action queries. Students will demonstrate certification preparedness by completing the Access Multi-Project 1 Training and the Access Multi-Project 1 Testing in GMetrix for Learning Objective 17. Methods for accessing include assigned CIRRUS activities and tests and GMetrix exams.

Week 12: Chapter 12 Course Learning Objective 12: Students will create and use custom forms in Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 13: Chapter 13 Course Learning Objective 13: Students will create and use custom reports in Microsoft Access. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 14: Chapter 14 Course Learning Objective 14: Students will demonstrate the ability to use Microsoft Access tools and manage objects within a database. Students will demonstrate certification preparedness by completing the Access Multi-Project 2 Training and the Access Multi-Project 2 Testing in GMetrix for Course Learning Objective 17. Methods for accessing include assigned CIRRUS activities and tests and GMetrix exams.

Week 15: Chapter 15 Course Learning Objective 15: Students will demonstrate automation techniques of creating and editing macros to secure a database. Course Learning Objective 16: Students will integrate Access data from another data source. Methods for accessing include assigned CIRRUS activities, tests, and exams.

Week 16: Students will complete the Microsoft Office Specialist Access (MOS) Exam at an approved Certiport testing center which is a competency based exam for Course Learning Objective 18. Students will complete a Reflections Survey of the course.

\**Instructor will reserve the right to organize work to meet objectives of the course*.

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

Assignments will be evaluated according to instructor directives.

**16. OTHER INFORMATION\*\*\*:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.