

POFI 1371 Access – Course Syllabus

Program: Office Administration

Prerequisites: Keying 30 wpm on a 5-minute timed writing with 5 or fewer errors

Semester Credit Hours: 3

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial (which is a task-oriented, step-by-step, and screen-by-screen approach to learning)
- Student guide to encourage independent work
- Flex-entry computer lab with instructors and lab assistants to provide guidance

Course Rationale: This course will provide you with knowledge of specialized skills for a database management system which will enable you to meet the current and future needs of the business world.

Course Description: Course which provides instruction and business applications for designing, updating, and managing a database using Microsoft Access™. Instruction on creating reports and forms and integrating applications is also included.

Course Objectives:

- Learn the purpose and business uses for a database and become familiar with database terminology.
- Demonstrate the Microsoft Office Specialist (MOS) certification skill set.

Textbook and Required Materials:

- *Microsoft Access 2010 Complete*; Shelly and Pratt; ISBN: 978-0-74862-9
- Flash Drive

Textbook available **only** at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>

Recommended Materials

- 1-inch binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will be expected to demonstrate in this course. These are skills that have been identified by the industry as being necessary to success in the labor market. An example is given by each skill.

- Creative Thinking—use knowledge to create a database object such as a data access page.
- Decision Making—evaluate and assess what type of query to implement.
- Problem Solving—use Help system to figure out how to accomplish a task.
- Visualization—picture information in an attractive and useful format.
- Interpret and Communicate Information—read textual and numerical information and then transform it into a database object such as a table, query, form, or report.
- Use Computer to Process Information—use additional software programs such as Excel or Word to manipulate data.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of the equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must complete the assignments for six chapters; take six theory evaluations, and six performance evaluations. A midsession deadline requires that three chapters and evaluations for the three chapters be completed. If this requirement is not met, you will receive a "0" for those chapters and evaluations not turned in and/or be withdrawn from the course. See the Chapter and Evaluation Schedule & Grading Info in your student guide.

Final grade will be computed as shown below:

6 Chapter Assignments	25%
6 Theory Evaluations	25%
6 Performance Evaluations	<u>45%</u>
	100%

FINAL GRADE

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 59% and below