

## POFI 1371 ACCESS SYLLABUS

**Program:** Office Administration

**Prerequisite:** Keying speed of 30 wpm

**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
- Instructor-assisted flex-entry computer lab
- Lab technician-assisted open computer lab

**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 Goals:**

- learn the purpose and business uses for a database and become familiar with database terminology.
- demonstrate the Microsoft Certified Application Specialist Certification Program skills.

### **Textbook and Required Materials:**

- *Microsoft Access 2007 Complete Concepts and Techniques* by Shelly Cashman Pratt, ISBN 13: 978-1-4188-4340-3 or ISBN 10: 1-4188-4340-7
- Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd., Phone 927-1619. Reserve online at <http://austincc.bkstore.com>
- Flash drive

### **Recommended Materials:**

- 1-inch Binder
- Highlighter

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

The following are skills that you will acquire from this course. These are skills that have been identified by 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 such as a switchboard.
- 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 6 chapters, take 6 theory evaluations, 6 performance evaluations, and one final performance evaluation. A midsession deadline requires that three chapters and exams for the three chapters be completed by midsession. If this requirement is not met, you will be withdrawn from the course. See the Chapter and Evaluation Schedule in this guide.

Final grade will be computed as shown below:

6 Chapter Assignments	25%
6 Theory Evaluations	25%
6 Performance Evaluations	45%
Final Performance Evaluation (optional)	<u>5%</u>
(If you are satisfied with your grade average without the final, then you can choose to not take the final.)	100%

### Final Grade

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
59% & below	= F