

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology Department



AOT 210 - Document Production

- Module 1: Developing Business Documents with Word
- Module 2: Designing Presentations with PowerPoint
- Module 3: Creating Spreadsheets with Excel
- Module 4: Integrating Word, PowerPoint, and Excel
- Module 5: Creating Publications with Publisher
- Module 6: Designing Databases with Access
- Module 7: Integrating All Microsoft Office Applications

**Business Division
Administrative Office Technology
Department**

Prepared by: Chris Smith



AOT 210 - Document Production

Module 6: Designing Databases with Access

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Description of Course

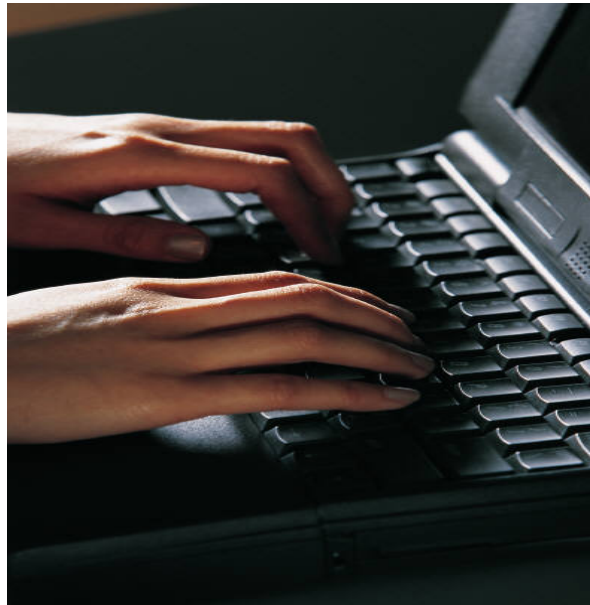
AOT 210 emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Purpose of Course

To learn advanced skills, advanced speed on timed writings, and to develop greater accuracy. To advance students to the point of being able to make decisions in placement of margins and tabulations without textbook or instructor assistance. Emphasis is placed on proofreading all material and reaching a minimum goal of 50 wpm for five-minutes within a five-error limit by the end of the semester.

Description of Module 6

In Module 6 the student will learn to work independently and with few instructions. They will be creating databases using Microsoft Access. They will be using a database software application that will teach them how to organize, manage, and manipulate information. Students will also have to do a timed writing for a grade.



Introduction

Students will be completing various documents and projects dealing with a variety of office applications including word processing, spreadsheet, database, and presentation software. They will also deal with Web Page creation, graphics, email, and Internet research and activities.

In addition to textbook assignments, students will have to complete practice timed writings each week. They will be required to pass five timed writings by the end of the semester. Timed writings will be done after completing all the documents and/or projects required for a particular module.

Getting Started

In Module 6 the student will learn to work independently and with few instructions. They will be creating databases using Microsoft Access. They will be using a database software application that will teach them how to organize, manage, and manipulate information. Students will also have to complete a timed writing for a grade.

Each module must be completed in order. Below is a list of the modules:

| Module Title | Percentage of Course Grade |
|---|----------------------------|
| Module 1: Developing Business Documents with Word | 20% |
| Module 2: Designing Presentations with PowerPoint | 10% |
| Module 3: Creating Spreadsheets with Excel | 10% |
| Module 4: Integrating Word, PowerPoint, and Excel | 20% |
| Module 5: Creating Publications using Publisher | 10% |
| Module 6: Designing Databases with Access | 10% |
| Module 7: Integrating All Microsoft Office Applications | 20% |

Attendance Policies

Day students will be required to meet class for one hour and fifteen minutes two days a week for fifteen weeks. Night students will be required to meet class for two hours and forty-five minutes each week for fifteen weeks. Day students will be allowed to miss a maximum of **six class meetings** during the semester. Night students will be allowed to miss a maximum of **three class meetings** during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed

Attendance Policies continued

work, but the absence will still count towards the maximum number of absences allowed.

Students will be considered tardy if he/she arrives for class after the instructor has checked roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Credit Awarded

Upon satisfactory completion of **all eight modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 on Module 6 before advancing on to Module 7.

Students must complete the requirements for Module 6 before advancing to Module 7.

| Module 6 Title | Projects Covered | Lessons Covered | Due Date | Percentage of Module Grade |
|---------------------------------|------------------|-----------------|--|---|
| Designing Databases with Access | Projects 8 & 9 | 1 - 7 | <u>Day-Due Beginning of Class</u> April 23, 2012 <u>Night-Due Beginning of Class</u> April 23, 2012 | Lessons-50% Project-40% Timed Writing-10% |

Method of Instruction

Students should complete all reading exercises in their textbook before beginning the assigned lesson/project. The reading can be completed outside of class. Once the student has completed the reading exercises, they are to complete the assigned lesson/project. All assigned documents and/or projects should be printed and turned in for grading. Each document will be given a numeric grade. All documents and projects will be averaged together to come up with the module grade.

Technology Requirements

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Office 2010 software. **All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date.** Students will be allowed to work on test timed-writings no longer than one week.

Materials Required

Students must purchase the following textbook:

Integrated Computer Applications, Microsoft Office 2010, 6th Edition. Written by Susie H. VanHuss, Ph.D., Connie M. Forde, Ph.D., and Donna L. Woo, Ph.D. Published by South-Western, Cengage Learning, Copyright 2012.

USB 2.0 Flash Drive for saving assignments/files

Resources

The following items will be available for student use but must remain in the AOT Lab at all times.

Dictionary
Word Division Handbook
Secretarial Handbook

Prerequisite Skills

Completion of AOT 110 and AOT 267 with a grade of "C" or better.

Student Time Commitment

Students will be required to meet class for two and a half hours each week. Students should be aware that they might need to spend extra time in the lab to complete the necessary course assignments.

Instructor Contact Information

Instructor: Chris Smith
Office location: Room 703A
Office phone: (843) 921-6974 (if no answer, leave message on my voice mail)
E-mail address: csmith@netc.edu

Class/Office schedule is posted on office door. If the office hours listed is not convenient, please call or e-mail me for an appointment.

Documentation of Completion

Documentation will be given for completion of this module when the student has satisfactorily completed the requirements for this module (lessons, project, and timed writing) with a grade of 77 (C or better).

Student Learning Outcomes (expected performance outcomes, level of proficiency)

1. Be able to open an Access database and change security settings.
2. Be able to work with Access objects.
3. Be able to enter, edit, and delete records in a table.
4. Be able to save a database with a new name.
5. Be able to plan and create a database.
6. Be able to create, preview, and print a table.
7. Be able to modify field properties and create an input mask.
8. Be able to create simple queries.
9. Be able to add criteria to a query.
10. Be able to sort and filter records in a query.
11. Be able to create a form.
12. Be able to add, edit, and delete data in a form.
13. Be able to customize a form.
14. Be able to create and update Access databases.
15. Be able to create Access queries.
16. Be able to prepare effective Word documents and Publisher publications.
17. Be able to use the report wizard.
18. Be able to modify a report design.
19. Be able to create mailing labels.
20. Be able to create table relationships.
21. Be able to enforce referential integrity.
22. Be able to create a query using related tables.
23. Be able to import data from other applications.
24. Be able to export data to other applications.
25. Be able to update company databases with imported data.
26. Be able to create Access queries.
27. Be able to create relationships between Access tables.
28. Be able to prepare effective documents integrating data from Word, PowerPoint, Excel, and Access.
29. Be able to work independently with very limited supervision.

Lesson 1**Performance Outcomes** --

- ❖ Be able to open an Access database and change security settings.
- ❖ Be able to work with Access objects.
- ❖ Be able to enter, edit, and delete records in a table.
- ❖ Be able to save a database with a new name.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 1 | AC-198 - AC-203 | 1 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 2**Performance Outcomes** --

- ❖ Be able to plan and create a database.
- ❖ Be able to create, preview, and print a table.
- ❖ Be able to modify field properties and create an input mask.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 2 | AC-204 - AC-211 | 2 & 3 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 3**Performance Outcomes** --

- ❖ Be able to create simple queries.
- ❖ Be able to add criteria to a query.
- ❖ Be able to sort and filter records in a query.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 3 | AC-212 - AC-217 | 4 & 5 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 4**Performance Outcomes** --

- ❖ Be able to create a form.
- ❖ Be able to add, edit, and delete data in a form.
- ❖ Be able to customize a form.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 4 | AC-218 - AC-223 | 6 & 7 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Project 8

Performance Outcomes --

- ❖ Be able to create and update Access databases.
- ❖ Be able to create Access queries.
- ❖ Be able to prepare effective Word documents and Publisher publications.
- ❖ Be able to work independently with very limited supervision.

Content -- Students will be expected to read the project material and complete all the assigned documents in the project. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Project | Pages | Jobs |
|---------|-----------------|-------|
| 8 | AC-224 - AC-226 | 1 - 5 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 5**Performance Outcomes** --

- ❖ Be able to use the report wizard.
- ❖ Be able to modify a report design.
- ❖ Be able to create mailing labels.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 5 | AC-227 - AC-232 | 8 & 9 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 6**Performance Outcomes** --

- ❖ Be able to create table relationships.
- ❖ Be able to enforce referential integrity.
- ❖ Be able to create a query using related tables.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 6 | AC-233 - AC-236 | 10 & 11 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Lesson 7**Performance Outcomes** --

- ❖ Be able to import data from other applications.
- ❖ Be able to export data to other applications.
- ❖ Be able to work independently and with few instructions.

Content -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

Projects/Assignments --

| Lesson | Pages | Databases |
|--------|-----------------|-----------|
| 7 | AC-237 - AC-242 | 12 & 13 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

Project 9

Performance Outcomes --

- ❖ Be able to update company databases with imported data.
- ❖ Be able to create Access queries.
- ❖ Be able to create relationships between Access tables.
- ❖ Be able to prepare effective documents integrating data from Word, PowerPoint, Excel, and Access.
- ❖ Be able to work independently with very limited supervision.

Content -- Students will be expected to read the project material and complete all the assigned documents in the project. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

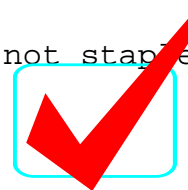
Projects/Assignments --

| Project | Pages | Jobs |
|---------|-----------------|-------|
| 9 | AC-243 - AC-248 | 1 - 8 |

Assessment (e.g., paper/pencil, skills) - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 40% of the module grade and project documents will count as 30% of the module grade. Students should do a timed writing for a grade that will count as 30% of the module grade.

How to Turn in Lessons

1. Name in upper right corner; include project number and exercise number.
2. Do not combine lessons/documents on the same page. **Start each lesson/document on a separate page.**
3. Staple lessons/projects in upper left corner. Do not staple different lessons/projects together.
4. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



Evaluation of Module

Once a student completes the lessons and projects assigned for this module, they need to do a timed writing for a grade. Students need to key at least 50 words per minute on a 5-minute timed writing with no more than 5 errors. The timed writing grade will be determined by the following scale.

| | | |
|-------------|---|-----|
| 62 - 65 wpm | = | 100 |
| 58 - 61 wpm | = | 90 |
| 54 - 57 wpm | = | 80 |
| 50 - 53 wpm | = | 70 |
| 45 - 49 wpm | = | 60 |

The grade for Module 6 will be determined by the following guidelines:

| Module 6 Title | Projects Covered | Lessons Covered | Due Date | Percentage of Module Grade |
|---------------------------------|------------------|-----------------|--|--|
| Designing Databases with Access | Projects 8 & 9 | 1 - 7 | <u>Day-Due Beginning of Class</u> April 23, 2012 <u>Night-Due Beginning of Class</u> April 23, 2012 | Lessons-50% Projects-40% Timed Writing-10% |

The following scale will determine course grade:

| Module Title | Percentage of Course Grade |
|---|----------------------------|
| Module 1: Developing Business Documents with Word | 20% |
| Module 2: Designing Presentations with PowerPoint | 10% |
| Module 3: Creating Spreadsheets with Excel | 10% |
| Module 4: Integrating Word, PowerPoint, and Excel | 20% |
| Module 5: Creating Publications with Publisher | 10% |
| Module 6: Designing Databases with Access | 10% |
| Module 7: Integrating All Microsoft Office Applications | 20% |

Final grade for the course will be determined by the following grading scale:

| | |
|-------------|---|
| 93-100 | A |
| 85-92 | B |
| 77-84 | C |
| 70-76 | D |
| 69 or below | F |