Microsoft Access Syllabus
Eastfield College
Spring 2020
16-Week Course

Instructor Information
Name: Dr. Stephen Thomas
DCCCD Email: stephenthomas@dcccd.edu
Office Phone: 972-860-7221
Office Location: T017
Office Hours: Monday – Thursday 7:30 am – 8:00 am
Monday – Thursday 12:00 pm – 1:30 pm
Open Lab L308A: Monday – Thursday 8:00 am – 1:00 pm
Division Office/Phone: T-Building: Room 143 | 972-860-7143

Course Information
Course Title: Microsoft Access
Course Number: POFI-2450
Section Number: 43480 = Classroom instruction
43400 = Online instruction
Semester/Year: Spring 2020
Credit Hours: 4
Class Meeting Location: L308A and online
Class Meeting Time: Lecture/Lab: Tuesday/Thursday 10:00am – 1:00pm
Online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
Recommended: Beginning Keyboarding
Course Description
In-depth instruction of database theory and the practical applications of a database. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

Student Learning Outcomes

Course Objectives:
Students will have mastered the material in the module when they can:
A. Develop a working knowledge of a Database Management System (Access)
B. Develop Database tables and forms using design view and wizards
C. Develop sophisticated queries and reports based on the database tables & queries
D. Learn how queries and reports support the business decision-making processes
E. Use the database to integrate with other programs such as MS Word and Excel
F. Create a Switchboard to simplify use of database and protect stored information
G. Investigate and Initiate Basic Database Design Concepts

End-of-Course Outcomes:
1. To offer an in-depth presentation of Microsoft Access
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of Access so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Exhibiting Interpersonal Skills - Teach others
Working with Information - Acquire/evaluate data, Organize/maintain information, Process information with computers
Applying Systems Knowledge - Understands systems, Design/improve systems.
Using Technology - Select equipment and tools, Apply technology to specific tasks, Maintain/troubleshoot technologies.
Demonstrating Basic Skills - Arithmetic/Mathematics.
Demonstrating Thinking Skills - Problem solving, Thinking logically, Seeing with the mind’s eye.

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Required Course Materials

Microsoft Office 365 Access 2016 Comprehensive, Pratt/Last, 2017, Cengage Learning

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Graded Work

The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board (5 @ 10 points each)</td>
<td>5%</td>
<td>50 points</td>
</tr>
<tr>
<td>Module Review Exams (11 @ 25 points each)</td>
<td>27.5%</td>
<td>275 points</td>
</tr>
<tr>
<td>Module Projects (11 @ 25 points each)</td>
<td>27.5%</td>
<td>275 points</td>
</tr>
<tr>
<td>Capstone Projects (3 @ 100 points each)</td>
<td>30%</td>
<td>300 points</td>
</tr>
<tr>
<td>Access Skills Assessments (5 @ 10 points each)</td>
<td>5%</td>
<td>50 points</td>
</tr>
<tr>
<td>Access Certification Exam Simulation (Extra Credit)</td>
<td>5%</td>
<td>50 points</td>
</tr>
</tbody>
</table>

TOTAL: 1,000 points
Final Grade

Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>0-699</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Description of Graded Work

**Discussion Boards**
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each weeks discussion board should be completed by Wednesday, with final replies completed by Sunday.

**Skills Practice**
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in for grades, but assist in preparing for the Assignments and Skill Quizzes, as well as unit assessment capstone projects. The skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

**Graded Tasks**
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.

**Capstone Projects**
There are a total of 3 Capstone Assessments, which serve as a “hands on” skills based exam.

**Certificaton Exam SImulation**
The exam simulation prepares you for the Certiport Access Certificaton Exam.
Attendance and Your Final Grade

Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

Late Work Policy

Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

Other Course Policies

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

Institutional Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Eastfield Institutional Policies (http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline
This course is divided into 11 modules as follows:

Introductory
Module 1: Databases and Database Objects: An Introduction
Module 2: Querying a Database
Module 3: Maintaining a Database

Intermediate
Module 4: Creating Reports and Forms
Module 5: Multi-Table Forms
Module 6: Advanced Report Techniques
Module 7: Advanced Form Techniques

Advanced
Module 8: Macros, Navigation Forms, and Control Layouts
Module 9: Administering a Database System
Module 10: Using SQL
Module 11: Database Design

Course Schedule
See next page for weekly course schedule of due dates.
POFI 2450 – Microsoft Access
Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>DISCUSSION BOARDS</th>
<th>SAM EXAM</th>
<th>SAM PROJECT</th>
<th>CAPSTONE PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 and 2</td>
<td>1, 2</td>
<td>Discussion Board #1</td>
<td>Module 1</td>
<td>Module 1 Project 2</td>
<td></td>
</tr>
<tr>
<td>Due February 2, 2020</td>
<td></td>
<td></td>
<td>Module 2</td>
<td>Module 2 Project 2</td>
<td></td>
</tr>
<tr>
<td>Weeks 3 and 4</td>
<td>3</td>
<td>Discussion Board #2</td>
<td>Module 3</td>
<td>Module 3 Project 2</td>
<td>Capstone Project 1</td>
</tr>
<tr>
<td>Due February 16, 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 5 and 6</td>
<td>4, 5</td>
<td>Discussion Board #3</td>
<td>Module 4</td>
<td>Module 4 Project 2</td>
<td></td>
</tr>
<tr>
<td>Due March 1, 2020</td>
<td></td>
<td></td>
<td>Module 5</td>
<td>Module 5 Project 2</td>
<td></td>
</tr>
<tr>
<td>Weeks 7 and 8</td>
<td>6, 7</td>
<td>Discussion Board #4</td>
<td>Module 6</td>
<td>Module 6 Project 2</td>
<td>Capstone Project 2</td>
</tr>
<tr>
<td>Due March 15, 2020</td>
<td></td>
<td></td>
<td>Module 7</td>
<td>Module 7 Project 2</td>
<td></td>
</tr>
<tr>
<td>Weeks 9 and 10</td>
<td>8, 9</td>
<td>Discussion Board #5</td>
<td>Module 8</td>
<td>Module 8 Project 2</td>
<td></td>
</tr>
<tr>
<td>Due April 5, 2020</td>
<td></td>
<td></td>
<td>Module 9</td>
<td>Module 9 Project 2</td>
<td></td>
</tr>
<tr>
<td>Weeks 11 and 12</td>
<td>10, 11</td>
<td>Discussion Board #6</td>
<td>Module 10</td>
<td>Module 10 Project 2</td>
<td>Capstone Project 3</td>
</tr>
<tr>
<td>Due April 19, 2020</td>
<td></td>
<td></td>
<td>Module 11</td>
<td>Module 11 Project 2</td>
<td></td>
</tr>
</tbody>
</table>

**SKILLS SIMULATION**

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>DISCUSSION BOARDS</th>
<th>SAM EXAM</th>
<th>SAM PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 13 and 14</td>
<td></td>
<td>Discussion Board #7</td>
<td>MOS Skills Simulation – Create and Manage a Database</td>
<td></td>
</tr>
<tr>
<td>Due May 3, 2020</td>
<td></td>
<td></td>
<td>MOS Skills Simulation – Build Tables</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MOS Skills Simulation – Create Queries</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MOS Skills Simulation – Create Forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MOS Skills Simulation – Create Reports</td>
<td></td>
</tr>
<tr>
<td>Weeks 15 and 16</td>
<td></td>
<td>Discussion Board #8</td>
<td>MOS Simulation – MOS Access Exam Simulation</td>
<td></td>
</tr>
<tr>
<td>Due May 14, 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Thursday due date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>