



Microsoft Access

COT 220

Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

This course covers the basic steps of database application development. Using Microsoft Access database software, the learner develops database tables, queries, forms and reports to create working Access database application.

II. Required and Supplementary Instructional Materials

Adamski, J. J., Finnegan, K. T., & Scollard, S. (2014). *New perspectives on Microsoft Access 2013, comprehensive*. Stamford, CT: Cengage Learning.

This course requires Microsoft Office 2013 or Microsoft Office 365 software. If you already have this software, you are set. If not, you can download it as follows:

1. To download Office Suite from your Southwestern College account, please log on to Office 365 (<http://outlook.office365.com>).
2. At the top right of the page, click on Settings (the gear icon) and Office 365 Settings.
3. Click on Software
4. Select Office
5. Follow the instructions on the screen

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Develop a database layout based on audience, context and task
2. Manipulate tables, queries, forms, subforms and reports
3. Define relationships between tables
4. Use forms to maintain tables
5. Integrate Access with other Programs

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	12	120	12%
Tutorials	7	140	14%
Chapter Reviews and Case Problems	14	420	42%
Quizzes	7	175	17.5%
Final Project Outline	1	10	1%
Final Project	1	135	13.5%
Total Points		1000	100

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> • Read Adamski Tutorial 1: AC1 – AC44 • Read Adamski Tutorial 2: AC51 – AC104 • Download and Review the attached files. 	<ul style="list-style-type: none"> • Unit 1 Discussion 1 • Unit 1 Discussion 2 • Unit 1 Tutorial 1 • Unit 1 Tutorial 1 Review • Unit 1 Tutorial 1 Case Problem • Unit 1 Tutorial 1 Quiz • Unit 1 Tutorial 2 • Unit 1 Tutorial 2 Review • Unit 1 Tutorial 2 Case Problem • Unit 1 Tutorial 2 Quiz
2	<ul style="list-style-type: none"> • Read Adamski Tutorial 3: AC115 – AC170 • Read Adamski Appendix A: AC A1 - AC A27 	<ul style="list-style-type: none"> • Unit 2 Discussion 1 • Unit 2 Discussion 2 • Unit 2 Tutorial 3 • Unit 2 Tutorial 3 Review • Unit 2 Tutorial 3 Case Problem • Unit 2 Tutorial 3 Quiz
3	<ul style="list-style-type: none"> • Read Adamski Tutorial 4: AC179 – AC221 • Read Adamski Tutorial 5: AC233 – AC293 • Review Final Project Instructions 	<ul style="list-style-type: none"> • Unit 3 Discussion 1 • Unit 3 Discussion 2 • Unit 3 Tutorial 4 • Unit 3 Tutorial 4 Review • Unit 3 Tutorial 4 Case Problem • Unit 3 Tutorial 4 Quiz • Unit 3 Tutorial 5 • Unit 3 Tutorial 5 Review • Unit 3 Tutorial 5 Case Problem • Unit 3 Tutorial 5 Quiz • Unit 3 Final Project Outline
4	<ul style="list-style-type: none"> • Read Adamski Tutorial 6: AC301 – AC372 	<ul style="list-style-type: none"> • Unit 4 Discussion 1 • Unit 4 Discussion 2 • Unit 4 Tutorial 6 • Unit 4 Tutorial 6 Review • Unit 4 Tutorial 6 Case Problem • Unit 4 Tutorial 6 Quiz
5	<ul style="list-style-type: none"> • Read Adamski Tutorial 7: AC381 – AC434 	<ul style="list-style-type: none"> • Unit 5 Discussion 1 • Unit 5 Discussion 2 • Unit 5 Tutorial 7 • Unit 5 Tutorial 7 Review • Unit 5 Tutorial 7 Case Problem • Unit 5 Tutorial 7 Quiz

Unit	Reading & Preparation Activities	Graded Work Due
6	<ul style="list-style-type: none">• Review Final Project Instructions	<ul style="list-style-type: none">• Unit 6 Discussion 1• Unit 6 Discussion 2• Unit 6 Final Project

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.