

OBJECTIVES (OPTIONAL):

To design and create databases, build and modify tables, queries, forms and reports.
To integrate Access with other programs.

GRADING CRITERIA:

Labs/Cases:	10%		
Chapter Quizzes:	25% (12.5% each)	Midterm	25%
Final Exam:	30%	Job Success Skills:	10%

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

JOB SUCCESS SKILLS

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Use of social networking programs and cell phones during class time is not an example of successful job skills and will result in a loss of marks in this area each occurrence.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

LATE ASSIGNMENTS

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Required Reading	Assignment/Due Date
Jan 5 – 12	Course Introduction and Course Outline Introduction to Access and Databases		
16 – 20	Creating Database Tables	Ch.1	Concepts Check (p. 30- 31) Assessments 1 – 3 (p.31 – 33)
23 – 27	Creating Relationships Between Tables	Ch.2	Assessments 1 – 2 (p.60 – 62) Case Study Part 1 (p.63)
30 – Feb 3	Ch. 1 – 2 Review & Quiz	Ch. 1 – 2	Ch. 1 – 2 Quiz
Feb 6 – 10	Modifying and Managing Tables	Ch.3	Assessments 1 – 2 (p.95 – 97)
13 – 17	Performing Queries	Ch.4	Assessments 1 – 4(p.131 – 134)
20 – 24	Winter Break No Classes		
27 – Mar 2	Ch. 1 – 4 Review & Midterm	Ch.1-4	Midterm
5 – 9	Creating Forms	Ch.5	Assessments 1 – 3 (p.178 – 180)
12 – 16	Creating Forms Creating Reports and Mailing Labels	Ch.5 Ch. 6	
19 – 23	Creating Reports and Mailing Labels	Ch.6	Assessments 1 – 4 (p.209 – 211)
26 – 30	Ch. 5 – 6 Review & Quiz	Ch. 1 – 6	Ch. 5 – 6 Quiz
Apr 2 – 6	Modifying, Filtering and Viewing Data	Ch.7	Assessments 1 – 3 (p.245 – 247)
9 – 13	Final Exam Review	Ch.1-7	Final Exam Date TBA