



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2017

OA 1150 ED/HI MICROSOFT ACCESS CORE LEVEL - 1.5 (0-0-3) 45 HOURS

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Edson

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OFFICE HOURS: Please contact me anytime for help. Call or email.

CALENDAR DESCRIPTION:

This course gives students a comprehensive understanding of databases and uses Access to create a broad range of applications including: creating tables, creating filters, sorting tables, relationships, designing data, sharing data with Excel, importing data, creating queries, working with large databases, calculated fields, and reports.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Rutkosky, Rutkosky, Benchmark Series: Microsoft Access 2016 Level 1 - Text and eBook EMC Paradigm ISBN: 978-0-76386-996-0



DELIVERY MODE(S):

Active Learning

COURSE OBJECTIVES (OPTIONAL):

- Create database tables to organize business or personal records
- Modify and manage tables to ensure that data is accurate and up to date
- Perform queries to assist with decision making
- Plan, research, create, revise and publish database information to meet specific communication needs

- Given a workplace scenario requiring the reporting and analysis of data , assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

Learning Outcomes:

Access 2016 Level 1, Chapter 1 Managing and Creating Tables

Upon completion of this chapter you will be able to:

- Open and close objects in a database
- Insert, delete, and move rows and columns in a table
- Hide, unhide, freeze, and unfreeze columns
- Adjust table column width
- Preview and print a table
- Design and create a table
- Rename column headings
- Insert a column name, caption, and description
- Insert Quick Start fields
- Assign a default value and field size

Access 2016 Level 1, Chapter 2 Creating Relationships between Tables

Upon completion of this chapter you will be able to:

- Define a primary key in a table
- Create a one-to-many relationship
- Specify referential integrity
- Print, edit, and delete relationships
- Create a one-to-one relationship
- View and edit a Subdatasheet

Access 2016 Level 1, Chapter 3 Performing Queries

Upon completion of this chapter you will be able to:

- *Design query to extract specific data from tables*
- *Modify queries*
- *Design queries with Or and And criteria*
- *Use the Simple Query Wizard to create queries*
- *Create a calculated field*
- *Use aggregate functions in queries*
- *Create crosstab, duplicate, and unmatched queries*

Access 2016 Level 1, Chapter 4 Creating and Modifying Tables in Design View

Upon completion of this chapter you will be able to:

- *Create a table in Design view*
- *Assign a default value*
- *Use the Input Mask Wizard and the Lookup Wizard*

- *Validate field entries*
- *Insert, move, and delete fields in Design view*
- *Insert a Total row*
- *Sort records in a table*
- *Print selected records in a table*
- *Complete a spelling check*
- *Find specific records in a table*
- *Find and replace data in records in a table*
- *Apply text formatting*
- *Use the Help feature*

Access 2016 Level 1, Chapter 5 Creating Forms

Upon completion of this chapter you will be able to:

- *Create a form using the Form button*
- *Change views in a form*
- *Print and navigate in a form*
- *Add records to and delete records from a form*
- *Create a form with a related table*
- *Customize a form*
- *Create a split form and multiple items form*
- *Create a form using the Form Wizard*

Access 2016 Level 1, Chapter 6 Creating Reports and Mailing Labels

Upon completion of this chapter you will be able to:

- *Create a report using the Report button*
- *Display a report in Print Preview*
- *Create a report with a query*
- *Format and customize a report*
- *Group and sort records in a report*
- *Create a report using the Report Wizard*
- *Create mailing labels using the Label Wizard*

Access 2016 Level 1, Chapter 7 Modifying, Filtering, and Viewing Data

Upon completion of this chapter you will be able to:

- *Filter data by selection and form*
- *Remove a filter*
- *View object dependencies*
- *Compact and repair a database*
- *Encrypt a database with a password*
- *View and customize document properties*
- *Customize the Recent tab Backstage view*
- *Save a database in an earlier version of Access*
- *Save a database object in PDF file format*

Access 2016 Level 1, Chapter 8 Exporting and Importing Data

Upon completion of this chapter you will be able to:

- *Export Access data to Excel*
- *Export Access data to Word*
- *Merge Access data with a Word document*
- *Exporting an Access object to a PDF or XPS file*
- *Import data to a new table*
- *Link data to a new table*
- *Use the Office Clipboard*

Transferability

Students are cautioned that it is their responsibility to contact the receiving institution to ensure transferability

GRADING CRITERIA:

Hands-on Chapter Exercises	30%
Midterm Exam	30%
Final Exam	30%
Attendance & Participation	10%

EVALUATION:

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

LATE ASSIGNMENTS

All Projects will receive a penalty of 25% if handed in after the end of class on the due date.

Missed quizzes will be written the class immediately following the scheduled date with a penalty of 25%

Missed Exams will result in a grade of 0%

Student Responsibilities

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

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.

COURSE SCHEDULE AND TIMELINE

Week	Topic	Related Material
1	Introductions + Course Housekeeping	Student Resources CD
2	Managing/Creating Tables	Chapter 1
3	Creating Relationships	Chapter 2
4	Performing Queries	Chapter 3
5	Design View	Chapter 4
6		
7	<i>Midterm Exam</i>	
8	Creating Forms	Chapter 5
9	Reports & Mailing Labels	Chapter 6
10	Modifying Data	Chapter 7
11		
12	Importing/Exporting Data	Chapter 8
13	<i>Final Exam</i>	