

LEARNING OUTCOMES:

- View and edit a Subdatasheet
- 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
- 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
- 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
- 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
- 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
- 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:

This course non University Transfer

EVALUATIONS:

Chapter Projects	8%
Projects	15%
Midterm Exam	17%
Chapter Quizzes	25%
Final Exam	30%
Job Success Skills (Attendance)	5%

- the student will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work and professionalism
 - Ability to work both independently and collaboratively

The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.

Vince Lombardi

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Course Schedule—Benchmark Access 2013

16-week semester

Week	Class	Chapter	Lesson Plan File	Description
1	Class 1	Getting Started/ Windows 8	BM-Access2013-L1-Session01	Intro to course, Getting Started, Using Windows 8
	Class 2	Windows 8/ Internet Explorer	BM-Access2013-L1-Session02	Finish Windows 8, Internet Explorer
	Class 3	Level 1, Ch 1	BM-Access2013-L1-Session03	Creating Database Table
2	Class 4	Level 1, Ch 1	BM-Access2013-L1-Session04	Creating Database Table
	Class 5	Level 1, Ch 2	BM-Access2013-L1-Session05	Creating Relationships Between Tables
	Class 6	Level 1, Ch 3	BM-Access2013-L1-Session06	Performing Queries
3	Class 7	Level 1, Ch 3	BM-Access2013-L1-Session07	Performing Queries
	Class 8	Level 1, Ch 4	BM-Access2013-L1-Session08	Modifying and Managing Tables
	Class 9	Level 1, Ch 4	BM-Access2013-L1-Session09	Modifying and Managing Tables
4	Class 10	Level 1, U1	BM-Access2013-L1-Session10	Level 1, U1 Performance Assessments
	Class 11	TEST	BM-Access2013-L1-Session11	Level 1, Unit 1 Test
	Class 12	Level 1, Ch 5	BM-Access2013-L1-Session12	Creating Forms
5	Class 13	Level 1, Ch 5	BM-Access2013-L1-Session13	Creating Forms
	Class 14	Level 1, Ch 6	BM-Access2013-L1-Session14	Creating Reports and Mailing Labels
	Class 15	Level 1, Ch 6	BM-Access2013-L1-Session15	Creating Reports and Mailing Labels
6	Class 16	Level 1, Ch 7	BM-Access2013-L1-Session16	Modifying, Filtering and Viewing Data
	Class 17	Level 1, Ch 7	BM-Access2013-L1-Session17	Modifying, Filtering and Viewing Data
	Class 18	Level 1, Ch 8	BM-Access2013-L1-Session18	Importing and Exporting Data
7	Class 19	Level 1, Ch 8	BM-Access2013-L1-Session19	Importing and Exporting Data
	Class 20	Level 1, U2	BM-Access2013-L1-Session20	Level 1, U2 Performance Assessments
	Class 21	Level 1, U2	BM-Access2013-L1-Session21	Level 1, U2 Performance Assessments
8	Class 22	TEST	BM-Access2013-L1-Session21	Level 1, Unit 2 Test
	Class 23	Level 2, Ch 1	BM-Access2013-L2-Session23	Designing the Structure of Tables
	Class 24	Level 2, Ch 1	BM-Access2013-L2-Session24	Designing the Structure of Table
9	Class 25	Level 2, Ch 2	BM-Access2013-L2-Session25	Designing and Building Relationships and Lookup Fields
	Class 26	Level 2, Ch 2	BM-Access2013-L2-Session26	Designing and Building Relationships and Lookup Fields
	Class 27	Level 2, Ch 3	BM-Access2013-L2-Session27	Advanced Query Techniques

10	Class 28	Level 2, Ch 3	BM-Access2013-L2-Session28	Advanced Query Techniques
	Class 29	Level 2, Ch 3	BM-Access2013-L2-Session29	Advanced Query Techniques
	Class 30	Level 2, Ch 4	BM-Access2013-L2-Session30	Creating and Using Custom Forms
11	Class 31	Level 2, Ch 4	BM-Access2013-L2-Session31	Creating and Using Custom Forms
	Class 32	Level 2, Ch 4	BM-Access2013-L2-Session32	Creating and Using Custom Forms
	Class 33	Level 2, U1	BM-Access2013-L2-Session33	Level 2, U1 Performance Assessments
12	Class 34	TEST	BM-Access2013-L2-Session34	Level 2, Unit 1 Test
	Class 35	Level 2, Ch 5	BM-Access2013-L2-Session35	Creating and Using Custom Reports
	Class 36	Level 2, Ch 5	BM-Access2013-L2-Session36	Creating and Using Custom Reports
13	Class 37	Level 2, Ch 5	BM-Access2013-L2-Session37	Creating and Using Custom Reports
	Class 38	Level 2, Ch 6	BM-Access2013-L2-Session38	Using Access Tools and Managing Objects
	Class 39	Level 2, Ch 6	BM-Access2013-L2-Session39	Using Access Tools and Managing Objects
14	Class 40	Level 2, Ch 7	BM-Access2013-L2-Session40	Automating, Customizing and Securing Access
	Class 41	Level 2, Ch 7	BM-Access2013-L2-Session41	Automating, Customizing and Securing Access
	Class 42	Level 2, Ch 8	BM-Access2013-L2-Session42	Integrating Access Data
15	Class 43	Level 2, Ch 8	BM-Access2013-L2-Session43	Integrating Access Data
	Class 44	Level 2, U2	BM-Access2013-L2-Session44-45	Level 2, U2 Performance Assessments
	Class 45	Level 2, U2	BM-Access2013-L2-Session44-45	Level 2, U2 Performance Assessments
16	Class 46	TEST	BM-Access2013-L2-Session46	Level 2, Unit 2 Test

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, 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/**