



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA 1150 – MICROSOFT OFFICE 2010 ACCESS CORE LEVEL 1 – 1.5(0-0-3)

INSTRUCTOR:	Sharron Barr	PHONE:	780.539-2979
OFFICE:	C203 or A313B	E-MAIL:	sbarr@gprc.ab.ca
OFFICE HOURS:	1 – 2 p.m. M-F or by appointment	CELL:	780.897.6676 Call me or text anytime

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Office Access 2010 Level 1, Benchmark Series, Rutkosky, Rutkosky, EMC Paradigm

CALENDAR DESCRIPTION:

This course teaches you the core level skill sets required to use Access 2010. Credit will be granted for OA1140 and OA1150, **or** OA2610.

CREDIT/CONTACT HOURS:

1.5/45 Hours

DELIVERY MODE(S):

Lecture/Lab

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: 30%
 Chapter Quizzes: 40% (5% each)
 Final Exam: 30%

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
1	Course Introduction and Course Outline Introduction to Access and Databases		
2	Creating Database Tables	Ch.1	Concepts Check Assessments Visual Benchmark
	Review and Chapter 1 Quiz	Ch. 1	
2 - 3	Creating Relationships Between Tables	Ch.2	Concepts Check Assessments Visual Benchmark
3	Review and Chapter 2 Quiz	Ch. 2	Ch. 2 Quiz
4 - 5	Performing Queries and Advanced Query Techniques	Ch. 3	Concepts Check Assessments Visual Benchmark
5	Chapter 3 Quiz	Ch. 3	
5 - 6	Chapter 4 Managing and Modifying Tables		
6	Chapter 4 Quiz	Ch. 4	
7	Winter Break		
8 - 9	Chapter 5 Creating Forms	Ch.5	Assessments 1 – 3 (p.178 – 180)
10 - 11	Chapter 6 Creating Reports and Mailing Labels	Ch.6	Assessments 1 – 4 (p.209 – 211)
11	Ch. 6 Review & Quiz	Ch. 6	Chapter 6 Quiz
12 - 13	Chapter 7 Modifying, Filtering and Viewing Data	Ch. 7	Assessments 1 – 3 (p.245 – 247)
13	Chapter 7 Quiz	Ch. 7	Chapter 7 Quiz
14 – 15	Chapter 8 Import and Exporting Data	Ch. 8	
15	Chapter 8 Quiz		
16	Final Exam TBA	Ch. 1 - 8	

CHAPTER 1 LEVEL 1 CREATING ACCESS DATABASE TABLES

Week	Chapter	Lesson Plan File	Description	Text Pages	Grade
1	Level 1, Ch 1	BM-Access2010-L1 Project 2d Step 2j Suppliers Table /? Project 2d Step 4k Products Table /? Project 2G Step 15 Customers Table /? Project 2G Step 20 Orders Table /?	Creating Database Table	3-20	/?
	Level 1, Ch 1	BM-Access2010-L1 Assessment 1 Employees Table / Assessment 2 Departments Table / Assessment 3 Benefits Table / Assessment 4 Employees Table / Assessment 4 Step Benefits Table / Visual Basic Absences Table /18	Creating Database Table	21-42	/
2	CHAPTER 1 QUIZ				

ACCESS CHAPTER 2 LEVEL 1 RELATIONSHIPS

Week	Chapter	Lesson Plan File	Description	Text Pages	Grade
2 - 3	Level 1, Ch 2	BM-Access2010-L1-Session05	Creating Relationships Between Tables PacTrek Relationships Report Project 1b /2 PacTrek Relationships Report Project 1c /3 PacTrek Editing Tables Project 1d Orders Table /2 Suppliers Table (4 added 2 changed) /6 Products Table /2 Griffen Project 2a Relationships Report /2 Employees Table add record /1 Benefits Table add record /1 Griffen Project 2b subdata sheets with changes /2 Employees and Benefits sheets Assessment 1 Copper State Relationships Report /2 Assessment 2 Add new Offices Table and Relate /6 Relationships Report /1 Assessment 3 Clients Table Delete McDougal Delete Cook Change Vuong to 2560 /3 Assessment 4 Insert sub-sheet Clients: Hagedorn claim \$1797 Address 763 51 st Avenue and zip Azevedo phone 4805552143 Medical and Unimotorist yes Donnelly to Marquez and Collision no Visual Benchmark Copperstate create Agents table /18 Relationships Report /4 Edit Agent Table Bajema from 04 to 05 /1	43-77	
3	CHAPTER 2 QUIZ				

CHAPTER 3 QUERIES AND ADVANCED QUERY TECHNIQUES

Week	Chapter	Lesson Plan File	Description	Text Pages	Grade	
4 - 5	Level 1 Chapter 3	AL1-C3-Deerborn	Project 1a Relationships Report	87-88	/1	
			Project 1b	89	/1	
			Clients Indianapolis Query	91	/1	
			MartoNov2008HireQuery	91	/1	
			RepsHiredin2009Query	92	/1	
			BlueRidgeSalesQuery	92	/1	
			Feb1-28OrdersQuery	93	/1	
			UninsMotoriestCoverageQuery	93	/1	
			JanClaimsOver\$500Query			
			Level 1 Chapter 3	AL1-C3-Copperstate	Project1c	
	GWClientsQuery	95			/1	
	Orderslessthan\$1500Query	95			/1	
	2010Saleslessthan\$100000Query	97			/1	
	Project1d					
	2011Saleslessthan\$100000Query	98			/1	
	Repswith3weeksvacationQuery	98			/1	
	Project1e					
	Repswith3or4weeksvacationQuery	99			/1	
	Salesover\$100000IndianapolisQuery	99			/1	
	Suppliers21-31-41Query	100			/1	
	SkiHatGlovesonorderQuery	100			/1	
	BootsSleepingBagsBackPackQuery	101			/1	
	ClientswithonlyliabilityQuery	102			/1	
	Project1f					
	Client20102011SalesQuery	104			/1	
	ProductOrderAmountsQuery	105			/1	
	Project1g					
SuppliernotBCQuery	106	/1				
ClientsMuncieQuery	107	/1				
PhoenixClientClaimsover\$500Query	108	/1				
	Deerborn	Performing Queries and Advanced Query Techniques				
4		CHAPTER 3 QUIZ				

CHAPTER 4 MORE ACCESS TABLES

Week	Chapter	Lesson Plan File	Description	Text Pages	Grade
5 - 6	4	AL1-C4-SunProperties	Project 1a Creating a table in design view Renters table	136-137	/18
			Project 1b Employees Table	140-142	/11
			Project 1c Validations and Look-ups & Calculations Payments Table	145-149	/19
			Project 1d Sorting Printing and Formatting Renters Table	151-154	/10
			Project 1e Spell Check Employees table	155	/5
			Project 1f Find Replace Relationships Queries Properties Table – Replace Relationships Pymnts3/1to3/5Query RentLessThan\$150InCHAndOVQuery Emp07-20CHPropsQuery	157-159	/5 /5 /1 /1 /1
			Project 1g – h Getting Help		
	4	AL1-C4-Hudson	Assessment 1 Employees Table in Design View	165-167	/14
			Assessment 2 Projects Table	167-168	/6
			Assessment 3 Expenses Table with Validation	168-170	/15
			Assessment 4 Employees Table Edit Input mask other	170	/5
			Visual Benchmark Expenses Table create and format	170-171	/13
5			CHAPTER 4 QUIZ		

Level 1 – Chapter 5 - Creating Forms

Concepts Check				
WEEK				
8 – 9	AL1-C5-Dearborn	Project 1a Creating a form with the Clients Table – Clients Form	5	
		Project 1b Adding and Deleting Records in the Form	2	
		Project 1c Creating a Form with a Related Table – Representatives Form	5	
		Project 1d Customizing the Design of a Form – Dearborn Clients Form	5	
		Project 1e Arranging Objects in a Form	5	
		Project 1f Formatting a Form	5	
		Project 1g Applying Conditional Formatting to Fields in Forms	5	
	AL1-C5-Skyline	Project 2a Adding Existing Field to a Form Inventory Form	5	
		Project 2b Creating a Split Form Skyline Suppliers Input For	5	
		Project 2c Multiple Items Form Skyline Orders Form	5	
		Project 2d Creating a Form Using the Form Wizard Employees Form	5	
		Project 2e Created a Form with Related Tables Upcoming Banquets Form	5	
Skills Check				
	AL1-C5-PacTrek	Assessment 1 Create and Customize a Sales Form	5	
		Skills Check Assessment 2 Create and Customize an Orders Form and Products Form	5	
		Skills Check Assessment 3 Create a Split Form with the Products Table	5	
		Skills Check Assessment 4 Create and Customize an Employees Form	5	
		Skills Check Assessment 5 Create and Customize a Benefits Form	5	
		Visual Benchmark Create and Format a Properties Form	5	
		TOTAL	/92	
WEEK 6		CHAPTER 5 QUIZ		

Chapter 6 Level 1 – Creating Reports and Mailing Labels

Chapter 6 Level 1 – Creating Reports and Mailing Labels			
Chapter Projects			
Week 9 - 10			
Project 1 AL1-C6-Dearborn	1a. Sales 2011 Report	10	
	1b. Sales 2011 Report Modified with 2010 Sales	10	
	1b. Representatives Report	10	
	1c. InMun2010 Sales Report from Query	10	
	1d. Dearborn Sales Report	10	
	1e. Dearborn ClientsGroupedReport	10	
Project 2 AL1-C6-Skyline	2a. Inventory Report using the Wizard	10	
	2b. Banquet Report using Multiple Tables	10	
WarrenLegalMailing Labels	2c. Mailing Labels	10	
Skills Check Hilltop	Assessment 1 Create a Form and Report	10	
	Assessment 2 Create a Report using a Wizard	10	
	Assessment 3 Creating Mailing Labels	10	
	Assessment 4 Add a Field to a Report	10	
Visual Benchmark	Design a Query and Create a Report with a Query	10	
	Total	/140	
Week 13	CHAPTER 6 QUIZ		

Chapter 7 Level 1 - Modifying, Filtering, and Viewing Data

Week 11 -12			
Please print as instructed.			
Chapter Projects	Project 1a Skyline Employees Filters Records	1	
	Project 1b Skyline Banquets Reservations Query	1	
	Project 1b Skyline Banquet Report	1	
	Project 1c Step 2c Skyline Filtered Inventory Records	1	
	Project 1c Step 3d Filtered Inventory Records	1	
	Project 1c Step 6c Filtered Banquet Reservations Records	1	
	Project 1c Step 7d Filtered Banquet Reservations Records	1	
	Project 1d Skyline Filtered Banquet Records	1	
	Project 1d Skyline Filtered Inventory Records	1	
	Project 2e – W drive to check properties	1	
AL1-C7- WarrenLegal – Print all filters			
Skills Check Assessment 1	Filter Records in Tables	5	
AL1-C7-Hilltop – Print as directed and save to W:			
Skills Check Assessment 2	Save a Table and Database in Different File Formats – print screens and printing as instructed	5	
Skills Check Assessment 3	Delete and Rename Objects	5	
AL1-C7-PacTrek – print as directed and save to W:			
Visual Benchmark	Design a Query and Filter the Query	5	
	Total	30	
	CHAPTER 7 QUIZ		

Chapter 8

Importing and Exporting Data

Ensure all Excel, Word and Merged Word, & .pdf documents are saved in your Chapter 8 Folder and placed on the W: drive

Project 1 Hilltop		
Project 1a – Hilltop Customer Invoices Query in Excel		1
Project 1b – Hilltop Customer Report in Access		1
Project 1b – Hilltop Customer Invoices in Word		1
Project 1b – Hilltop Customer Report In Word		1
Project 1c – Hilltop Merged Letters		1
Project 1d – Copper State Main Document and Merged Letters		1
Project 1e Copper State Coverage Table		1
Project 2a and 2b Imported and Linked Excel Worksheets		2
Project 3 Collected data from Word and pasted into Access table		1
Skills Check Assessment 1	Export a Form to Excel and a Report to Word	5
Skills Check Assessment 2	Merge Table and Query Data with a Word Document	5
Skills Check Assessment 3	Import and Link an Excel Workbook	5
Visual Benchmark	Create a Report and Export the Report to Word	5
	TOTAL	30