



## Department of Business and Office Administration

### COURSE OUTLINE – WINTER 2016

#### OA 1150 B3 MICROSOFT ACCESS CORE LEVEL - 1.5 (0-0-3) 45 HOURS

**INSTRUCTOR:** Sharron Barr      **PHONE:** 780-539-2979 Office  
780-897-6676 Cell  
Please text and call me.  
780-532-9236 Home

**OFFICE:** C203 or A313B      **E-MAIL:** sbarr@gprc.ab.ca

**OFFICE HOURS:** Please contact me anytime for help.

#### **PREREQUISITE(S)/COREQUISITE:**

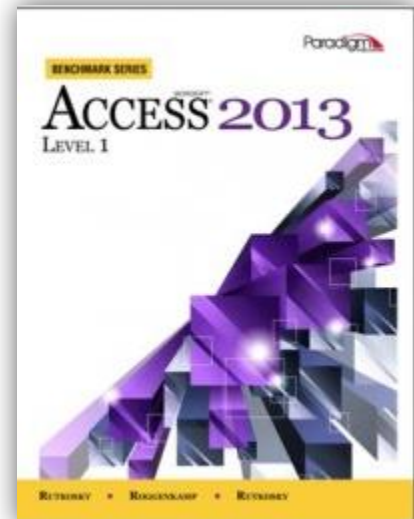
None

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Microsoft Office Access 2013 Level 1, Benchmark Series,  
Rutkosky, Rutkosky, EMC Paradigm

#### **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.



#### **CREDIT/CONTACT HOURS:**

1.5 credits/45 Hours

#### **DELIVERY MODE(S):**

Lecture/Lab

## **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 2013 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 2013 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 2013 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 2013 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 2013 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 2013 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 2013 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 2013 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:**

Chapter Projects	40%
Chapter Quizzes	40%
Final Exam	20%

### **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%

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	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

### 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/](http://www.gprc.ab.ca/about/administration/policies/)\*\*

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

## COURSE SCHEDULE AND TIMELINE

Week	Class	Chapter	Lesson Plan File	Description
1	Class 1	Getting Started	OA1150-Access2013-L1-Class01	Intro to Course, Getting Started, Using Windows, Please read: Course Outline Course Schedule Welcome Documents Chapter 1 Overview Read: Chapter 1 Creating Database Table
2	Class 2	Level 1, Ch 1	OA1150-Access2013-L1-Class02	Creating Database Table Read: Chapter 1 Overview BM Chapter 1 Do: All Chapter Projects Due: Wednesday, 6 p.m.
	Class 3	Level 1, Ch 1	OA1150-Access2013-L1-Class03	Creating Database Table Do: End of Chapter Exercises Due: Friday, 6 p.m.
3	Class 4	Level 1, Ch 2	OA1150-Access2013-L1-Class04	Creating Relationships Between Tables Read: Chapter 2 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
	Class 5	<b>QUIZ</b>	OA1150-Access2013-L1-Class05	Chapter 1 Creating Database Table Quiz 1.5 hours
4	Class 6	Level 1, Ch 2	OA1150-Access2013-L1-Class06	Creating Relationships Between Tables Do: End of Chapter Exercises Due: Wednesday, 6 p.m.
	Class 7	Level 1, Ch 3	OA1150-Access2013-L1-Class07	Performing Queries Read: Chapter 3 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
5	Class 8	<b>QUIZ</b>	OA1150-Access2013-L1-Class08	Chapter 2 Creating Relationships Between Tables Quiz 1.5 hours
	Class 9	Level 1, Ch 3	OA1150-Access2013-L1-Class09	Performing Queries Do: End of Chapter Exercises Due: Wednesday, 6 p.m.

Week	Class	Chapter	Lesson Plan File	Description
6	Class 10	Level 1, Ch 4	OA1150-Access2013-L1-Class10	Modifying and Managing Tables Read: Chapter 4 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
	Class 11	<b>QUIZ</b>	OA1150-Access2013-L1-Class11	Chapter 3 Performing Queries Quiz 1.5 hours
7	Class 12	Level 1, Ch 4	OA1150-Access2013-L1-Class12	Modifying and Managing Tables Do: End of Chapter Exercises Due: Wednesday, 6 p.m.
	Class 13	Level 1, Ch 5	OA1150-Access2013-L1-Class13	Creating Forms Read: Chapter 5 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
8	Class 14	<b>QUIZ</b>	OA1150-Access2013-L1-Class14	Chapter 4 Modifying and Managing Tables 1.5 hours
8	Class 15	Level 1, Ch 5	OA1150-Access2013-L1-Class15	Creating Forms Do: End of Chapter Exercises Due: Wednesday, 6 p.m.
9	Class 16	Level 1, Ch 6	OA1150-Access2013-L1-Class16	Creating Reports and Mailing Labels Read: Chapter 6 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
	Class 17	<b>QUIZ</b>	OA1150-Access2013-L1-Class17	Chapter 5 Creating Forms Quiz 1.5 hours
10	Class 18	Level 1, Ch 6	OA1150-Access2013-L1-Class18	Creating Reports and Mailing Labels Do: End of Chapter Exercises Due: Wednesday, 6 p.m.
	Class 19	Level 1, Ch 7	OA1150-Access2013-L1-Class19	Modifying, Filtering and Viewing Data Read: Chapter 7 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
11	Class 20	<b>QUIZ</b>	OA1150-Access2013-L1-Class20	Chapter 6 Creating Reports and Mailing Labels Quiz 1.5 hours
	Class 21	Level 1, Ch 7	OA1150-Access2013-L1-Class21	Modifying, Filtering and Viewing Data Do: End of Chapter Exercises Due: Wednesday, 6 p.m.

Week	Class	Chapter	Lesson Plan File	Description
12	Class 22	Level 1, Ch 8	OA1150-Access2013-L1-Class22	Importing and Exporting Data Read: Chapter 8 Overview Do: All Chapter Projects Due: Friday, 6 p.m.
	Class 23	<b>QUIZ</b>	OA1150-Access2013-L1-Class20	Chapter 7 Modifying, Filtering and View Data Quiz 1.5 hours
13	Class 24	Level 1, Ch 8	OA1150-Access2013-L1-Class24	Importing and Exporting Data Do: End of Chapter Exercises Due: Wednesday, 6 p.m.
	Class 25	Level 1, Ch 8	OA1150-Access2013-L1-Class25	Final Exam Overview and Work day to complete Chapter 8
14	Class 26	<b>QUIZ</b>	OA1150-Access2013-L1-Class20	Chapter 8 Importing and Exporting Data Quiz 1.5 hours
	Class 27	Level 1, Ch 8 and Final Review	OA1150-Access2013-L1-Class27	Review Chapter 8 Quiz Review for Final Exam
15	Class 28	<b>TEST</b>	OA1150-Access2013-L1-Class28	<b>Level 1, Unit 1 Final Test</b>
	Class 29	<b>TEST</b>	OA1150-Access2013-L1-Class29	<b>Level 1, Unit 1 Final Test</b>
16	<b>FINAL EXAM WEEK</b>	<b>TEST</b>	OA1150-Access2013-L1-Class30	<b>Level 1, Unit 2 Final Test 3 Hours</b>