



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2017

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

Monday and Wednesday 8:30 – 10 a.m. F207

INSTRUCTOR: Sharron Barr **PHONE:** 780 – 897 – 6676 Cell
780 – 539 – 2979 Office
780 – 532 – 9236 Home

OFFICE: C203 or A313B sbarr@gprc.ab.ca

OFFICE HOURS: Please contact me anytime for help. Text, call or email.

CALENDAR DESCRIPTION:

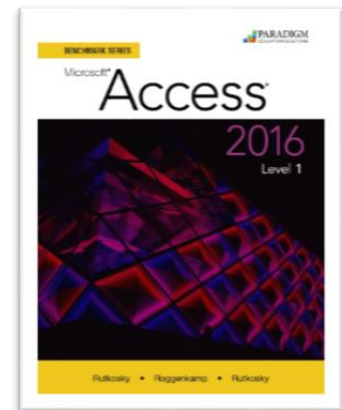
This course gives students a comprehensive understanding of databases and uses Access to create a broad range of applications including: creating tables, creating filters, sorting tables, relationships, designing data, sharing data with Excel, importing data, creating queries, working with large databases,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

| | |
|------------------|-----|
| Chapter Projects | 35% |
| Chapter Quizzes | 35% |
| Final Exam | 30% |

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 | Class | Chapter | Lesson Plan File | Description |
|------|---------|-----------------|------------------------------|---|
| 1 | Class 1 | Getting Started | OA1150-Access2016-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-Access2016-L1-Class02 | Managing and Creating Tables Read: Chapter 1 Overview BM Chapter 1 Do: All Chapter Projects Due: Wednesday, 6 p.m. |
| | Class 3 | Level 1, Ch 1 | OA1150-Access2016-L1-Class03 | Managing and Creating Tables Do: End of Chapter Exercises Due: Friday, 6 p.m. |
| 3 | Class 4 | Level 1, Ch 2 | OA1150-Access2016-L1-Class04 | Creating Relationships Between Tables Read: Chapter 2 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| | Class 5 | QUIZ | OA1150-Access2016-L1-Class05 | Chapter 1 Creating Database Table Quiz 1.5 hours |
| 4 | Class 6 | Level 1, Ch 2 | OA1150-Access2016-L1-Class06 | Creating Relationships Between Tables Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |

| Week | Class | Chapter | Lesson Plan File | Description |
|------|----------|---------------|------------------------------|--|
| | Class 7 | Level 1, Ch 3 | OA1150-Access2016-L1-Class07 | Performing Queries Read: Chapter 3 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| | Class 8 | QUIZ | OA1150-Access2016-L1-Class08 | Chapter 2 Creating Relationships Between Tables Quiz 1.5 hours |
| 5 | Class 9 | Level 1, Ch 3 | OA1150-Access2016-L1-Class09 | Performing Queries Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| 6 | Class 10 | Level 1, Ch 4 | OA1150-Access2016-L1-Class10 | Creating and Modifying Tables in Design View Read: Chapter 4 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| | Class 11 | QUIZ | OA1150-Access2016-L1-Class11 | Chapter 3 Performing Queries Quiz 1.5 hours |
| 7 | Class 12 | Level 1, Ch 4 | OA1150-Access2016-L1-Class12 | Creating and Modifying Tables in Design View Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| | Class 13 | Level 1, Ch 5 | OA1150-Access2016-L1-Class13 | Creating Forms Read: Chapter 5 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| 8 | Class 14 | QUIZ | OA1150-Access2016-L1-Class14 | Chapter 4 Modifying and Managing Tables 1.5 hours |
| 8 | Class 15 | Level 1, Ch 5 | OA1150-Access2016-L1-Class15 | Creating Forms Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| 9 | Class 16 | Level 1, Ch 6 | OA1150-Access2016-L1-Class16 | Creating Reports and Mailing Labels Read: Chapter 6 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| | Class 17 | QUIZ | OA1150-Access2016-L1-Class17 | Chapter 5 Creating Forms Quiz 1.5 hours |

| Week | Class | Chapter | Lesson Plan File | Description |
|------|------------------------|--------------------------------|------------------------------|--|
| 10 | Class 18 | Level 1, Ch 6 | OA1150-Access2016-L1-Class18 | Creating Reports and Mailing Labels Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| | Class 19 | Level 1, Ch 7 | OA1150-Access2016-L1-Class19 | Modifying, Filtering and Viewing Data Read: Chapter 7 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| 11 | Class 20 | QUIZ | OA1150-Access2016-L1-Class20 | Chapter 6 Creating Reports and Mailing Labels Quiz 1.5 hours |
| | Class 21 | Level 1, Ch 7 | OA1150-Access2016-L1-Class21 | Modifying, Filtering and Viewing Data Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| 12 | Class 22 | Level 1, Ch 8 | OA1150-Access2016-L1-Class22 | Importing and Exporting Data Read: Chapter 8 Overview Do: All Chapter Projects Due: Friday, 6 p.m. |
| | Class 23 | QUIZ | OA1150-Access2016-L1-Class20 | Chapter 7 Modifying, Filtering and View Data Quiz 1.5 hours |
| 13 | Class 24 | Level 1, Ch 8 | OA1150-Access2016-L1-Class24 | Importing and Exporting Data Do: End of Chapter Exercises Due: Wednesday, 6 p.m. |
| | Class 25 | Level 1, Ch 8 | OA1150-Access2016-L1-Class25 | Final Exam Overview and Work day to complete Chapter 8 |
| 14 | Class 26 | QUIZ | OA1150-Access2016-L1-Class20 | Chapter 8 Importing and Exporting Data Quiz 1.5 hours |
| | Class 27 | Level 1, Ch 8 and Final Review | OA1150-Access2016-L1-Class27 | Review Chapter 8 Quiz Review for Final Exam |
| 15 | Class 28 | TEST | OA1150-Access2016-L1-Class28 | Level 1, Unit 1 Final Test |
| | Class 29 | TEST | OA1150-Access2016-L1-Class29 | Level 1, Unit 1 Final Test |
| 16 | FINAL EXAM WEEK | TEST | OA1150-Access2016-L1-Class30 | Level 1, Unit 2 Final Test 3 Hours |