



# Grande Prairie Regional College

**Department: Office Administration**

## COURSE OUTLINE

### Microsoft ACCESS 2007, OA 1150 1.5(0-0-2.5) On-line

**Instructor:** Gail Sherman

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**Contact Hours** You are welcome to call me at the contact number and discuss any challenges or questions you may have about the course or email me.

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#### **Required Text/Resource Materials:**

Grauer, Exploring Microsoft Access 2007 Comprehensive, Exploring Series, Pearson, 2008

#### **Prerequisite(s):**

None

#### **Credit/Contact Hours:**

1.5 credits

45 hours

**Delivery Mode(s):** Internet Delivery. Blackboard Resources. MyITLab

#### **Supplies:**

5 data disks

Data disk protector or holder

#### **Required Computer Hardware & Software:**

Microsoft Office Professional Suite 2007 including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007. Windows Vista or XP Operating System. Internet,

### **Course Description:**

This course teaches core concepts and techniques in Microsoft Access 2007 through written instruction, PowerPoint demonstrations, and hands-on practical exercises.

### **Course Objectives:**

The student will be able to:

- Explore, describe, and navigate among the objects in an Access database.
- Backup, compact, and repair Access files.
- Create filters.
- Sort table data on one or more fields.
- Work with different views in Access objects.
- Use the Relationship window.
- Design data.
- Create tables.
- Understand table relationships.
- Share data with Excel.
- Establish table relationships.
- Create a query.
- Specify criteria for different data types.
- Copy and run a query.
- Use the Query Wizard.
- Understand large database differences.
- Understand the order of precedence.
- Create a calculated field in a query.
- Create expressions with the Expression Builder.
- Create and edit Access functions.
- Perform date arithmetic.
- Create and work with data aggregates.
- Plan a report.
- Use different report views.
- Create and edit a report.
- Identify report elements, sections, and controls.
- Add grouping levels in Layout View.
- Add fields to a report.
- Use the Report Wizard.

The student will also, in regard to completing this online course, be able to:

1. accept responsibility for back up routines and preventive maintenance routines
2. expect that unforeseen problems will arise from the use of the computer hardware or software and endeavor to resolve them
3. exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information
4. exhibit business standards of behavior with respect to time management, positive attitude, and respect for others

**Grading Criteria:**

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
End of Chapter Practice Exercises	20%
Midterm	35%
Final Practical Hands-on Project	35%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## Course Schedule/ Tentative Timeline:

### Week 1

Reading and Assignments	
Chapter 1 – Introduction to Access start p. 71 Because of the nature of some of these exercises some work will be have to be screen captured through Print Screen and pasted into a Word document and the Word document will be submitted. In order to print screen, your document should be on the screen and then you click the print screen button. Once you have done that you open a word document and hit paste. This will allow your instructor to view your filters and sorts. Access files can be sent as attachments but you must compress (zip) the file then forward the Zipped file as an attachment with your email to your instructor. You can also drop your files into the dropbox in the digital dropbox.	
Assignment	File to Submit
DO Hands-On Exercises 1 - 3	<i>chap1_ho1_3_traders_solution</i>
	<i>Figure 1.26 Print Screen Word.</i>
DO Practice Exercise 1 Comfort Insurance <i>chap1_pe1_insurance_solution</i>	<i>chap1_pe1_insurance_solution</i> <i>Figure 1.28 Print Screen Word File</i>
DO Practice Exercise 2 Member Rewards <i>chap1_pe2_memrewards_solution</i>	<i>chapt1_pe2_memrewards_solution</i> <i>Figure 1.29 Print Screen Word File</i>
DO Practice Exercise 3 Vancouver Preschool <i>chap1_pe3_preschool_solution</i>	<i>chap1_pe3_preschool_solution</i>
DO Practice Exercise 4 Custom Coffee <i>chap1_pe4_coffee_solution</i>	<i>chap1_pe4_coffee_solution</i>

**Week 2 Chapter 2 – Relational Databases and Multi-Table Queries start p. 131 *SAVE AND PRINT CHAPTER 2 EXERCISE ASSIGNMENT SHEET FOR ASSIGNMENT DETAIL.***

**Chapter 2 – Relational Databases and Multi-Table Queries start p. 131**

**Please ensure that you save each query as instructed. These will create new objects in your database and when you send you access file the queries will be available for viewing. Thank you. Each Assess file can just be dropped in the drop box. Enjoy Chapter 2.**

Assignment	File to Submit
Hands-on Exercises 1 – 3 Safebank QUERIES Please save each query.	<i>chap2_ho1-3_safebank_solution</i> The Queries that you have saved will be available for grading within the database file.
Practice Exercise 1 Martha`s Vineyard Bookstore AND THEN DO: Practice Exercise 2 Martha’s Vineyard Bookstore PLEASE SAVE ALL QUERIES	<i>SUBMIT chap2_pe2_bookstore_solution</i> The Queries that you have saved will be available for grading within the database file. It is ok if this file is still named <i>chap2_pe1_bookstore_solution</i>
Practice Exercise 3 Combs Insurance PLEASE SAVE ALL QUERIES	<i>SUBMIT chap2_pe3_insurance_solution</i> <i>The saved queries will be included in this file and available for grading.</i>

**Week 3, Chapter 3 – Customize, Analyze, and Summarize Query Data start p. 203 *SAVE AND PRINT***  
**CHAPTER 3 EXERCISE ASSIGNMENT SHEET FOR ASSIGNMENT DETAIL.**

Chapter 3 – Customize, Analyze and Summarize Query Data start p. 203

Because of the nature of some of these exercises some work will be have to be screen captured through Print Screen and pasted into a Word document and the Word document will be submitted. This will allow your instructor to view your filters and sorts. Each Access database can be sent through the Drop Box and all saved queries will accompany your file. **DO NOT SEND YOUR DATATBASE UNTIL YOU HAVE COMPLETED ALL EXERCISES ASSOCIATED WITH THAT ACCESS DATBASE FILE.**

Assignment	<i>File to Submit</i>
<p>Hands-On Exercises 1</p> <p>Queries: Please save each query as instructed</p> <ul style="list-style-type: none"> <li>■ YourName Sale Price per SqFt</li> </ul>	<p><i>chap3_ho-1-3_realestate_solution</i></p> <p>Queries that are saved will be available for grading within this database file.</p>
<p>Hands-On Exercise 2</p> <p>Queries: Please save each query as instructed</p> <ul style="list-style-type: none"> <li>■ YourName Commissions query NOTE: this query continues to build – the final version will display all the changes required for graded. Continue to resave this query as instructed.</li> </ul>	<p><i>chap2_ho2_realestate_solution</i></p> <p>Queries that are saved will be available for grading within this database file.</p>
<p>Hands-On Exercise 3</p> <p>YourName Commission Summary query</p>	<p><i>chap3_ho1-3_realestate_solution</i></p> <p>Queries that are saved will be available for grading with the database file.</p>
<p>Practice Exercise 1 Comfort Insurance</p> <ul style="list-style-type: none"> <li>■ <i>chap3_pe1_insurance_solution</i></li> <li>■ <i>saved query Bonus</i></li> </ul>	<p><i>chap3_pe1_insurance_solution with Bonus query (when the query is saved it will come as part of the database file)</i></p>
<p>Practice Exercise 2 Comfort Insurance Vacation</p> <p><i>chap3_pe2_insurance_solution</i></p> <ul style="list-style-type: none"> <li>■ <i>Your_Name_Raises and Tenure query</i></li> </ul>	<p><i>chap3_pe2_insurance_solution with Your_Name_Raises and Tenure Query</i></p> <p><i>after item 1. (when the query is saved it will accompany the database file)</i></p>

**Week 4, Chapter 4 – Customize, Analyze, and Summarize Query Data start p. 255 *SAVE AND PRINT***

**CHAPTER 4 EXERCISE ASSIGNMENT SHEET FOR ASSIGNMENT DETAIL.**

<p>Chapter 4 – Appearances Matter start p. 255 (Reports)                  The Access database files will be sent through the drop box.</p>	
Assignment	File to Submit
<p>Hands-On Exercises 1 – 3 <i>chap4_ho1-4_coffee_solution</i></p>	<p><b><i>chap4_ho-1-4_coffee_solution</i></b>  <b>Reports will be saved and will accompany the database file when attached and forwarded.</b>  <b>Including:</b></p> <ul style="list-style-type: none"> <li>● <b><i>Your_Name Revenue Report</i></b></li> <li>● <b><i>Your_Name Outside Miami Report</i></b></li> <li>● <b><i>Sales by Employee and City Report</i></b></li> <li>● <b><i>Sales by Employee Report</i></b></li> <li>● <b><i>Sales by City Report</i></b></li> <li>● <b><i>Your Name Monthly Revenue by Saleperson Report</i></b></li> </ul>
<p>Practice Exercise 1                  Comfort Insurance Raises and Bonuses Report  <i>chap_pe1_insurance_solution</i></p>	<p><b><i>chap4_pe1_insurance_solution</i></b>  <b>Reports &amp; Queries will be saved and will accompany the database file when attached and forwarded. Including:</b></p> <ul style="list-style-type: none"> <li>● <b><i>Raises and Bonuses query</i></b></li> <li>● <b><i>Your Name Raises and Bonuses Report</i></b></li> </ul>
<p>Practice Exercise 2                  Comfort Insurance Raises by Location                  ● <i>chap4_pe2_insurance_solution</i></p>	<p><b><i>chap4_pe2_insurance_solution</i></b>  <b>Reports &amp; Queries will be saved and will accompany the database file when attached and forwarded. Including:</b></p> <ul style="list-style-type: none"> <li>● <b><i>Your Name Raises and Bonuses by Location Report</i></b></li> </ul>