



## I. COURSE DESCRIPTION:

Data is a valuable resource to companies, and the organizing, creating, maintaining, retrieving, and sorting of data are important activities. Using Access, students will concentrate on transforming raw data into database files that can be queried and organized into accurate, final-form business-style reports and forms.

## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Use the basic features of Access to track information for businesses or individuals

### Potential Elements of the Performance:

- Define the terms field, record, table, relational database, primary key, and foreign key
- Create a blank database
- Identify the components of the Microsoft Access window
- Create and save a table in Datasheet or Design view
- Enter field names and records in a table datasheet
- Open a table using the Navigation Pane
- Open an Access database
- Copy and paste records from another Access database
- Navigate a table datasheet
- Create and navigate a simple query, form, or report
- Compact, backup, and restore a database
- Use the guidelines for designing databases and setting field properties
- View and modify field data types and formatting
- Define fields and specify a table's primary key
- Modify the structure of a table
- Import data from an Excel worksheet
- Create a table by importing an existing table structure
- Delete, rename, and move fields
- Add data to a table by importing a text file
- Define a relationship between two tables
- Find, modify, and delete records in a table
- Use the Query window in Design view
- Create, run, and save queries
- Update data using a query datasheet
- Create a query based on multiple tables
- Sort data in a query

- Filter data in a query
- Specify an exact match condition in a query
- Change the font size and alternating row colour in a datasheet
- Use a comparison operator in a query to match a range of values
- Use the And and Or logical operators in queries
- Create and format a calculated field in a query
- Perform calculations in a query using aggregate functions and record group calculations
- Change the display of database objects in the Navigation Pane

## 2. Create and Customize Forms, Reports, Queries, and Tables.

### Potential Elements of the Performance:

- Create a form using the Form Wizard
- Modify a form's design in Layout view
- Change a form's Autoformat
- Add a picture to a form or report
- Change the colour, line type, and position of items on a form
- Navigate a form and find data using a form
- Maintain table data using a form
- Preview and print selected form records
- Create a form with a main form and a subform
- Create a report using the Report Wizard
- Modify a report's design in Layout view
- Move and resize fields in a report
- Change the font colour of a report title
- Use conditional formatting in a report
- Preview and print a report
- Review table and object naming standards
- Use the Like, In, Not, and & operators in queries
- Filter data using an AutoFilter
- Use the IIf function to assign a conditional value to a calculated field in a query
- Create a parameter query
- Use query wizards to create a crosstab query, a find duplicates query, and a find unmatched query
- Create a top values query
- Modify table designs using lookup fields, input masks, and data validation rules
- Identify object dependencies
- Designate a trusted folder
- Change a lookup field to a Text field
- View and print database documentation
- Create datasheet, multiple items, and split forms
- Modify a form and anchor form controls in Layout view

- Plan, design, and create a custom form in Design view and in Layout view
- Select, move, align, resize, delete, and rename controls in a form
- Add a combo box to a form
- Add form headers and footers to a form
- Add a combo box to a form to find records
- Add a subform to a form
- Add calculated controls to a form and a subform
- Change the tab order in a form
- Improve the appearance of a form
- View, filter, and copy report information in Report view
- Modify a report in Layout view
- Modify a report in Design view
- Design and create a custom report
- Sort and group data in a report
- Add, move, resize, and align controls in a report
- Add lines to a report
- Hide duplicate values in a report
- Add the date, page numbers, and title to a report
- Create and modify mailing labels

3. Share, Integrate, and Analyze Data.

Potential Elements of the Performance:

- Export an Access table to an HTML document and view the document
- Import a CSV file as an Access table
- Use the Table Analyzer
- Import and export XML files
- Save and run import and export specifications
- Create a multi-page form using a tab control
- Embed a chart in a form
- Create and modify PivotTables and PivotCharts
- Link data from an Excel worksheet
- Create an action query to create a table
- Create action queries to append, delete, and update data
- Define many-to-many and one-to-one relationships between tables
- Join tables using a self-join
- View and create indexes for tables

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

New Perspectives Microsoft Office Access 2007, by Joseph J. Adamski and Kathleen T. Finnegan. Thomson Course Technology 2008.

Two manila file folders letter size

USB flash drive recommended

**IV. EVALUATION PROCESS/GRADING SYSTEM:**

Two tests: Students will be evaluated on their database skills. Two tests will be administered based on projects that have been completed.

Test #1 – 50%

Test #2 – 50%

**100%**

The following semester grades will be assigned to students in post-secondary courses:

<b>Grade</b>	<b>Definition</b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

## V. SPECIAL NOTES:

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

### Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Chair

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Tests will not be "open book" but one double-sided index card will be allowed. Generic accounts will be used for all testing. Students must ensure that they have the appropriate tools to do the test (i.e. pencil, pen, etc.).

Proofreading is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the All the Right Type typing tutor software located on the E-wing network and in The Learning Centre.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.



It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of March will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.