Rubric Name: Case Study Part 2 - Provider Database (Access) 2016

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|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Criteria** | **Level 4** | **Level 3** | **Level 2** | **Level 1** | | **#1-Project file/name. Launch MS Access and open a Blank Access database. Save the new database with the following name: “Student’s First Initial Last Name Provider Information”** | 0.05 points  Database file name correct | 0 points | 0 points | 0 points  Database file name does not include student's name OR File name does not include "Provider Information" | | **#2-Field:Provider ID (auto number)** | 0.2 points  Field name correct and is set as Primary Key | 0.1 points  Field name correct but field not set as Primary Key | 0.05 points  Field name not correct | 0 points  Field name missing or not as specified  AND field not set as Primary Key | | **#3-Field: Provider's Company Name (text)** | 0.1 points  Field name correct | 0.05 points  Field name not correct as specified | 0 points | 0 points  Field missing | | **#4-2 Fields: Provider Contact-First Name (text) and Field:Provider Contact-Last Name (text)** | 0.4 points  Field names correct and field type correct | 0.2 points  Field names not as specified  OR field type incorrect | 0.1 points  Field names not as specified  OR field type incorrect | 0 points  One or both fields missing | | **#5-2 Fields: Billing address (text) and City (text)** | 0.4 points  Field names correct and field types correct | 0.2 points  One or both Field names not as specified  OR field type incorrect | 0.1 points  Field names correct but one or both Field types not correct | 0 points  One or both fields missing | | **#6-Field: State (text—limited to 2 characters)** | 0.4 points  Field name as specified and field size limited to 2 | 0.1 points  Field and field type correct BUT not limited to 2 characters | 0.05 points  Field name OR field type not as specified AND not limited to 2 characters | 0 points  Field missing | | **#7-Field: Zip code (text—limited to 5 characters)** | 0.4 points  Field name correct and limited to 5 characters | 0.1 points  Field name correct but size not set to 5 characters | 0.05 points  Field name not as specified AND not limited to 5 characters | 0 points  Field missing | | **#8-2 Fields: Phone number – area code (text—limited to 3 characters) Phone number (text) (Use xxx-xxxx format when entering data)** | 0.6 points  Field names correct. Area code limited to 3 characters | 0.3 points  Field names and types correct BUT Area Code not limited to 3 characters | 0.15 points  One field name or field type incorrect | 0 points  One or both fields missing | | **#9-Field: YTD Orders (currency). When entering the data you will enter the total amount ($s) of orders your company has placed with each Provider** | 0.2 points  Field name correct and field set to data type Currency | 0.1 points  Field name correct BUT not set to data type Currency | 0 points | 0 points  Field missing | | **#10-Field: Preferred Vendor (Yes/No) (Criteria must be provided in the Description field (Design View) which identifies what constitutes a Preferred Supplier). Base the Preferred Provider on a threshold of YTD amounts.** | 0.3 points  Field name correct, type correct (yes/no) and criteria entered into Description field | 0.1 points  Field name correct, field type correct BUT no criteria entered into Description field | 0.05 points  Field name not correct  OR  field type not correct  AND   criteria not entered into Description field | 0 points  Field  missing | | **#11-All field names visible in datasheet view** | 0.1 points  No truncated field names in Datasheet View | 0.05 points  At least one field name truncated in Datasheet View | 0.01 points  Two field name truncated in Datasheet View | 0 points  At least two field name truncated in Datasheet View | | **#12-Save and name the table "Provider Information Table"** | 0.05 points  Table name is correct | 0 points | 0 points | 0 points  Table name not as specified | | **#13-Data Entry form. Use the Form Wizard to create a form that uses all the fields from the Provider Information Table.** | 0.2 points  Form contains all table fields | 0.15 points  Form missing some table fields | 0 points | 0 points  No data entry form created | | **#14-Select Theme. Do NOT use the default theme which is Office** | 0.1 points  Theme (other than default) selected and applied | 0 points | 0 points | 0 points  Office theme used by default | | **#15-Form Name: Save and name the form "Provider Data Entry Form"** | 0.05 points  Form name is correct | 0 points | 0 points | 0 points  Form name not as specified | | **#16-All field names are fully visible in each field in Form View (no truncated entries)** | 0.1 points  No truncated field names in Form View | 0.05 points  One field name truncated in Form View | 0.01 points  Two field names truncated in Form View | 0 points  More than two field names truncated in Form View | | **#17-Enter all data (fill all fields) for seven Providers** | 0.25 points  Data entered for seven providers AND one provider is marked as Preferred and agrees with Preferred Provider criteria. | 0.1 points  Data for fewer than 7 providers entered OR Selected Preferred provider does not meet criteria in field description OR  at least one obvious typo in data entry | 0.05 points  Provider marked as preferred but no criteria was set in table field (no way to verify selection) | 0 points    [Data for fewer than 7 providers entered AND No provider marked as Preferred]  OR Selected Preferred provider does not meet criteria in field description OR  more than one obvious typo in data entry | | **#18-All entered data is fully visible in each field in Datasheet View of the Provider Information Table (no truncated entries)** | 0.1 points  No truncated supplier data in Datasheet view of the Table | 0.05 points  At least one provider data entry truncated in the Datasheet view of the Table | 0.01 points  Two provider data entries truncated in the Datasheet view of the Table | 0 points  More than two provider data entries truncated in the Datasheet view of the Table | | **#19- Contact report. Use the Report Wizard to create a report from the database that uses the following fields, presented in the following order from left to right in the final report: • Provider's Company Name • Provider Contact First and Last Name • C** | 0.2 points  Report created with the correct fields and showing in correct order | 0.1 points  Data not in the order specified. | 0.05 points  Report created with missing fields or too many fields | 0 points  No report created | | **#20-Sort data in report by Provider Contact-Last Name. Ensure that the order of the fields is still the same as identified above: company name, first name, last name, address, phone number.** | 0.1 points  Report displays data sorted by Provider Contact Last Name. Fields in correct order: company name, first name, last name, address, phone number | 0.05 points  Report sorted by incorrect field  Fields in correct order: company name, first name, last name, address, phone number | 0.01 points  Reported on last name field, but order of fields not as specified. | 0 points  No sort done on the data in the report | | **#21-All field names and entered data are fully visible in all areas of the report (no truncated entries)** | 0.1 points  No truncated field names or data in the Report view | 0.05 points  One field name or one data entry truncated in the Report View | 0.01 points  Two field names or two data entries truncated in the Report View | 0 points  More than two field names or data entries truncated in the Report View | | **#22-Save and name this report as "Provider Contact Information." Be sure the report includes information on ALL providers.** | 0.1 points  Report name is correct | 0 points | 0 points | 0 points  Report name not as specified | | **#23- Mailing labels Create mailing labels for the provider list: Include • Contact person’s full name • full company name • full mailing address.** | 0.7 points  Mailing labels created Layout is correct | 0.3 points  Format of labels is not correct  – lines not separated   OR - spaces do not separate address entries | 0.1 points  Format of labels is not correct – lines not separated  AND  spaces do not separate address entries | 0 points  No mailing labels created | | **#24-Save and name this report "Provider Mailing Labels."** | 0.05 points  Report name is correct | 0 points | 0 points | 0 points  Report name is not as specified | | **#25- MS Word document. See project description for format and details to be included in this document.** | 1 point  (+0.05) document name and format are correct (+0.05) Title page is correct  (+0.5)Response to questions on target  No typos or grammatical errors | 0.5 points  Response to questions on not on target OR  fewer than the required 4-5 sentences per question | 0.3 points  Document name OR format are NOT correct (-0.05) Title page is not correct (-0.05)  Response to questions on not on target (-0.5)  or less than the required 4-5 sentences per question  OR 1-3 typos or grammatical | 0 points  No document included in submission   OR  More than 3 typos or grammatical errors in responses | | **Overall Score** | **Level 4 5.4 or more** | **Level 3 4.8 or more** | **Level 2 4.2 or more** | **Level 1 0 or more** | |