

BTA30: How do you keep track of your employees?

Name: _____

Database Assignment

Complete the following assignment and submit your work to the hand-in folder.

Filename : your name employee list Table: Employees

Goal: You will create a database, a form for your database, a query, and report. Requirements for your assignment are as follows:

Success Criteria:

- Create a table for the data shown. Select the appropriate data type for each field. (jobs titles are only those listed) Add 2 new fields of your choosing. (e.g. wage, hours, birthdate etc.)

Social Insurance Number	First Name	Last Name	Title	Date Hired	Address	City	Province	Postal Code	Phone Number
321 675 980	Terri	Brooks	Store Manager	12/30/1999	897 Kingsway Ave	Etobicoke	ON	M5N 3R9	416 332 9087
577 876 110	Steve	Bricks	Sales Manager	1/9/1987	876 Aberdeen	Hamilton	ON	L7R 7Y6	905 553 6785
578 908 765	Frank	Smithers	Receiver	2/3/1993	44 Allen	Calgary	AB	K3J 8K9	554 321 8475
677 999 006	Sarah	Peters	HR Manager	3/17/1989	986 York Blvd	Hamilton	ON	L7R 7Y6	905 552 1321
668 003 002	Jake	McDonald	Accountant	9/24/1991	555 Centre Rd.	Victoria	BC	K3L 2R5	786 874 3456
765 098 432	Mike	Tate	Shipper	7/6/1992	567 Windermere	Toronto	ON	M5N 3R9	416 987 5643
765 897 921	Joe	Cast	Sales Rep	6/7/1999	33 Mian St.	Hamilton	ON	L7R 7Y6	905 345 9080
789 001 001	Bill	Smith	Sales Rep	7/6/1992	33 Dundas	Edmonton	AB	K7J 8J9	554 234 1234
891 452 768	Andrea	Moore	Sales Rep	6/6/1985	67 Elm St.	Toronto	ON	M5N 3R9	416 333 4589
988 654 321	Martha	McNair	Receiver	4/3/2001	65 Hampton Dr.	Winnipeg	MN	A6B 3R2	352 382 2348
*									

- **Create a form** to add the employees. Enter the data.
- Add yourself as an employee. Make up any missing information for yourself.
- Sort the table to show the most recently hired person first.
- Add a filter to show those employees who live in Toronto (Press the toggle so the complete list is shown again)
- **Create a Report** displaying the employees name, hire date, and phone number. It should be organized to show the longest employee 1st (the person hired 1st).

Creating Queries – Name each one appropriately (title)

- Create a query to show all the employees who are from Ontario.
 - Create another query to show all of the employees who were hired after January 1st, 1995
 - Create a query to show all the employees whose phone number starts with 905
 - Create a query to show all the employees with a ‘7’ in their Social Insurance Number
 - **Create a report** of the query showing the Names and Address of the Ontario employees (1st query you did)
- Copy** your completed file to the hand-in folder.

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Checklist

EMPLOYEE DATABASE:	Completed
Assigns appropriate fields	
Creates table with appropriate field types and formats	
Assigns appropriate Primary Key	
Enters data to create records	
Creates form using wizard	
Creates report	
Creates queries (selects appropriate criteria)	
Creates report based on the query	
Edits reports to include appropriate images, colours, formatting	

Database Assignment: Boston Pizza

Complete the following assignment and submit your work to the hand-in folder.

Filename : your name employee list Table: Employees

Goal: You have just been hired as the Human Resources Manager for Boston Pizza. Your job entails keeping track of all employee information, such as their:

- Name
- Date of Birth
- Social Insurance Number
- Address
- Phone Number
- Job Title within the company
- Wage
- Average number of hours they work per week

There are 20 employees including: hosts, servers, cooks, bus people and bartenders. You are to create fields for the above information, plus create at least 2 fields of your own that are applicable.

Success Criteria:

- ✓ **Create a table** for the data shown. Select the appropriate data type for each field. (job titles are only those listed above)
- ✓ **Create a form** to add new employees. Enter the data.
- ✓ Add yourself as employee 21.
- ✓ Sort the table to show who makes the most money.
- ✓ Add a filter to show those employees who are hosts. (press the toggle so the complete list is shown again)
- ✓ **Create a Report** to display the employees name, job title and wage. It should be organized to show the lowest paid person 1st.

Creating Queries – Name each on appropriately (title)

- ✓ Create a query to show all the employees who are cooks
- ✓ Create another query to show all of the employees who were born before 1990
- ✓ Create a query to show all the employees whose phone number starts with 705
- ✓ Create a query to show all the employees with a '7' in their Social Insurance Number
- ✓ **Create a Report** of the query showing the Names and Wage for all of those who are cooks (use the 1st query you did)

Both reports should be professional in appearance and should include an appropriate picture (eg. Boston Pizza logo).

Copy your completed file into the hand-in folder.

Evaluation Rubric:

Category	Level 4	Level 3	Level 2	Level 1
<p>Creating Database (K)</p> <ul style="list-style-type: none"> - Creates databases by inputting and modifying fields and records. - Appropriate field types and sizes have been chosen 	<p>Exceptional ability to create database.</p> <p>All of the appropriate fields have been created with proper sizes and types</p>	<p>Considerable ability to create database.</p> <p>Most of the fields have been created with proper types and sizes.</p>	<p>Moderate ability to create database.</p> <p>Some of the fields have been created with proper types and sizes</p>	<p>Limited ability to create database.</p> <p>A few of the fields have been created with proper types and sizes.</p>
<p>Creating queries(T)</p> <ul style="list-style-type: none"> - appropriate criteria used for queries 	<p>All queries have been done correctly.</p>	<p>Most of the queries have been done correctly.</p>	<p>Some of the queries have been completed correctly.</p>	<p>One query has been done correctly.</p>
<p>Form (A)</p> <ul style="list-style-type: none"> - Creates form to enter information easily. 	<p>The Form is created correctly with all of the fields present. A picture has been inserted.</p>	<p>The Form is created correctly with most of the fields present.</p>	<p>The Form is created with all of the fields present.</p>	<p>The Form is created with most of the fields present.</p>
<p>Applying Sort and Filter (A)</p> <ul style="list-style-type: none"> - Applies filter to one of the fields and sorts appropriately. 	<p>Applies a filter correctly and sorts a field correctly.</p>	<p>Applies a filter correctly or sorts a field correctly.</p>	<p>Applies a filter and sorts a field.</p>	<p>Applies a filter or sorts a field.</p>
<p>Report (C)</p> <ul style="list-style-type: none"> - Creates reports to present information - descriptions of fields present 	<p>Reports are present and in a neat and useful form to a user. No extra fields or unusual information. Descriptions of field type clearly stated.</p>	<p>Reports are present and in a neat and useful form to a user. Descriptions of field type clearly stated.</p>	<p>A Report is present and useful to a user. Descriptions of field type stated.</p>	<p>A Report has been created. Descriptions of field type stated.</p>