



DEPARTMENT OFFICE ADMINISTRATION
COURSE OUTLINE
MICROSOFT ACCESS 2007, OA 1150
1.5(0-0-2.5)

Instructor: Gail Sherman

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

Prerequisite(s):

None

Required Text/Resource Materials:

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

Credit/Contact Hours:

1.5 credits/45 hours

Delivery Mode(s):

Internet Delivery.

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, hands-on practical exercises.

Course Objectives:

The student will be able to:

- make modifications to records and a form. Verify that changes have updated in other objects.
- create queries that can be used to analyze data and help make decisions in different scenarios.
- use the Import Wizard to import an Excel spreadsheet into Access and then create a database relationship and create, add criteria to, and sort a query.

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

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

Grading Criteria:

Assignments are graded as credit or non-credit. Non-credit assignments must be redone and resubmitted to receive a grade in the course. ALL assignments and non-graded, assigned work must be completed in order to pass.

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