



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2014

OA 1150 1.5 (0-0-2.5) - Microsoft Office 2013, Access Core Level

INSTRUCTOR: Lacie Reilly

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OFFICE:

E-MAIL: LReilly@gprc.ab.ca

OFFICE HOURS: By Appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series 2013 Access Level 1 – Rutkosky, Roggenkamp, Rutkosky

CALENDAR DESCRIPTION:

This course gives students a comprehensive understanding of databases and uses Access to create a broad range of applications including: creating tables, creating filters, sorting tables, relationships, designing data, sharing data with Excel, importing data, creating queries, working with large databases, calculated fields, and reports.

CREDIT/CONTACT HOURS: This is a 1.5 credit course with 2.5 lab hours per week.

DELIVERY MODE(S): Lecture/Lab

OBJECTIVES:

Students will be proficient in the use of Access 2010 including;

- ☐ Creating, managing and modifying tables
- ☐ Studying relationships between tables
- ☐ Creating and understanding queries, forms, reports and mailing labels
- ☐ Modifying, filtering, viewing, importing and exporting data

GRADING CRITERIA:

Chapter Assignments	40%
Exam #1 – Unit 1 (Ch 1-4)	30%
Exam #2 – Unit 2 (Ch 5-8)	30%

Grades will be assigned on the Letter Grading System.

GRANDE PRAIRIE REGIONAL COLLEGE		
GRADING CONVERSION CHART		
Alpha Grade	4-point Equivalent	Percentage Guidelines
A⁺	4.0	90 – 100
A	4.0	85 – 89
A⁻	3.7	80 – 84
B⁺	3.3	77 – 79
B	3.0	73 – 76
B⁻	2.7	70 – 72
C⁺	2.3	67 – 69
C	2.0	63 – 66
C⁻	1.7	60 – 62
D⁺	1.3	55 – 59
D	1.0	50 – 54
F	0.0	0 – 49
WF	0.0	0

TRANSFERABILITY: ** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

STATEMENT ON PLAGIARISM AND CHEATING: Refer to the Student Conduct

section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Related Material
1	Introductions + Course House-keeping	Student Resources CD
2	Managing/Creating Tables	Chapter 1
3	Creating Relationships	Chapter 2
4	Performing Queries	Chapter 3
5	Design View	Chapter 4
6		
7	<i>Review/Exam 1 – Chapters 1-4</i>	
8	Creating Forms	Chapter 5
9	Reports & Mailing Labels	Chapter 6
10	Modifying Data	Chapter 7
11		
12	Importing/Exporting Data	Chapter 8
13	<i>Review/Exam 2 – Chapters 5-8</i>	