



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2013

OA1150 MICROSOFT ACCESS CORE LEVEL – 1.5 (0-0-2.5)

INSTRUCTOR: Doris Hoveland **PHONE:** 780.539.2205
OFFICE: C209 **E-MAIL:** dhoveland@gprc.ab.ca

OFFICE HOURS: M W F 8:00-9:00 or by appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Rutkosky, N. & Roggenkamp, A. (2011), *Benchmark Series: Microsoft Office Access 2010 Level 1*. St. Paul, MN: Paradigm Publishing.

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.

Note: Credit will be granted for one of OA1140 and OA1150, or OA2610.

CREDIT/CONTACT HOURS: 1.5 Credit / 37.5 Hours

DELIVERY MODE(S): Lab

OBJECTIVES:

To design and create databases, build and modify tables, queries, forms and reports.
To integrate Access with other programs.

GRADING CRITERIA:

Job Success Skills	10%
Chapter Assignments & Quizzes	30%
Midterm	30%
Final Exam	30%

Assignments are due at the beginning of class. Late assignments will be assessed a penalty of 10% per day. Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be handed in before the end of the course.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Job Success Skills:

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work and professionalism, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks for each occurrence.

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
1 & 2	Chapter 1: Managing and Creating Tables
3	Chapter 2: Creating Relationships between Tables
4	Chapter 3: Performing Queries
5	Chapter 4: Creating and Modifying Tables in Design View
6	Midterm
7	Reading Week
8 & 9	Chapter 5: Creating Forms
9 & 10	Chapter 6: Creating Reports and Mailing Labels
11 & 12	Chapter 7: Modifying, Filtering, and Viewing Data
12 & 13	Chapter 8: Importing and Exporting Data
14	Final Exam