



School of Health Wellness and Career Studies
Office Administration Department

COURSE OUTLINE – WINTER 2014

OA 1150 B3/A3 MICROSOFT ACCESS CORE LEVEL - 1.5 (0-0-3)

INSTRUCTOR:	Ray Savage	PHONE:	780.539.2712
		TEXT:	780.269.1885
OFFICE:	C404	E-MAIL:	rsavage@gprc.ab.ca
OFFICE HOURS:	Tue., Thur. 11:30-1:00 appointments welcome		

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Office Access 2013 Level 1, Benchmark Series, Rutkosky, Rutkosky, EMC Paradigm

CALENDAR DESCRIPTION:

This course teaches you the core level skill sets required to use Access 2013.

CREDIT/CONTACT HOURS:

1.5/45 Hours

DELIVERY MODE(S):

Lecture/Lab

OBJECTIVES (OPTIONAL):

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

GRADING CRITERIA:

Chapter Projects:	15%
Chapter Skills Check:	20%
Chapter Quizzes:	30% (5% each)
Final Exam:	25%
Job Success Skills	10%

- the student will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work and professionalism
 - Ability to work both independently and collaboratively

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

JOB SUCCESS SKILLS

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, 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 each occurrence.

Use of social networking programs and cell phones during class time is not an example of successful job skills and will result in a loss of marks in this area 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.

LATE ASSIGNMENTS

Labs/cases, and assignments will be receive a **25% late penalty** and will only be accepted for 1 week after the due date, then a mark of 0% will be assigned. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).