



# Grande Prairie Regional College

**School of Health, Wellness and Career Studies**

**Department: Office Administration**

COURSE OUTLINE – WINTER 2011

OA 2290 3 (0-0-5) – Microsoft Office 2007, Access Expert Level

**Instructor** Loren Jacula  
**Office** C203  
**Office Hours** M W F 10:00 – 11:30

**Phone** (780) 539-2205  
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**Class** M W F 8:30 – 9:50  
Room A313

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**Prerequisite(s)/corequisite(s):**

OA 1150

**Required Text/Resource Materials:**

Benchmark Series - Microsoft Access 2007, Level 2, Windows Vista Version, Rutkosky, Seguin, Rutkosky.

**Description:** This course teaches you the expert concepts and techniques of Microsoft Access through lectures and demonstrations with emphasis on hands-on practical application.

**Credit/Contact Hours:** This is a 5 credit course with 5 lab hours per week.

**Delivery Mode(s):** For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

**Objectives:**

To design and create databases, build and modify tables, queries, forms and reports at an expert level and to use macros to create a switchboard.

**Grading Criteria:**

Assignments (6 @ 5 % each)	30%
Midterm Exam	35%
Final Exam	35%

Grades will be assigned on the Letter Grading System.

**Office Administration Department  
Grading Conversion Chart**

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

### **Tentative Course Schedule/Timeline:**

<b><u>Weeks</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
1	Database review	
1 & 2	Designing the Structure of Tables	Chapter 1
3 & 4	Relationships	Chapter 2
5 & 6	Advanced Queries	Chapter 3
7 & 8	Custom Forms	Chapter 4
9 & 10	Custom Reports	Chapter 5
11 & 12	Macros & Switchboards	Chapter 7

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. Please see page 47 of the College Calendar for plagiarism, cheating and penalties.