



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE – FALL 2014

#### MS ACCESS 2013 – CORE TO EXPERT LEVEL - OA 2271EC 3(0-0-5) 75 HOURS

<b>Instructor</b>	Gail Sherman	<b>Phone</b>	780.831.8676 (cell – text) 780.513.5575 (home)
<b>Course Duration</b>	15 weeks	<b>E-mail</b>	<a href="mailto:gsherman@gprc.ab.ca">gsherman@gprc.ab.ca</a>
<b>Contact</b>	You are welcome to email me, call me, or text me at the above contact numbers to discuss any challenges or questions you may have.		

#### **Prerequisite(s)/co requisite(s):**

None

#### **Required Text/Resource Materials:**

*Benchmark Series Microsoft Access 2013, Levels 1 & 2* by Rutkosky, Seguin, and Rutkosky Roggenkamp, © Paradigm Publishing, Inc.

Student Resources CD (provided with textbook)

Internet Resource Center, [www.emcp.net/BenchmarkAccess13](http://www.emcp.net/BenchmarkAccess13)

#### **Description:**

This course prepares students to work with Microsoft Access 2013 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Access 2013. Students will understand of how to prepare and format a worksheet, data management, managing and integrating data, how to maintain and enhance workbooks, use advanced formatting and formulas.

#### **Objectives:**

- Create and edit spreadsheets of varying complexity
- Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
- Analyze numerical data and project outcomes to make informed decisions

- Plan, research, create, revise and publish worksheets and workbooks to meet specific communication needs.
- Given a workplace scenario requiring a numbers-based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

### **Course Policy:**

- Assignments are to be e-mailed as attachments.
- Assignments will be graded and returned. If there are errors students are encouraged to edit their work and resubmit for full marks. All work will be marked and returned within a reasonable length of time.
- Examination materials will be made available on the date and time arranged between you and your instructor.
- Examination work will be submitted as an e-mail attachment.
- The final examination will be scheduled between you and your instructor to be scheduled at a time that is convenient for the two of you.
- All course assignments must be completed and marked in order to attempt the Chapter reviews, Mid-term and Final Exam.

**Delivery Mode(s):** Internet Delivery, Moodle Resources.

### **Required Computer Hardware & Software:**

**Microsoft Office Professional Suite 2013** including Word 2013, Excel 2013, Access 2013, PowerPoint 2013, and Outlook 2013. Windows Vista or XP Operating System Internet & E-mail

### **PC System Minimum Requirements**

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free. RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

## Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
Quizzes	20%
Midterm Exam	35%
Final Exam	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 <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

A Final Grade for this course will be available after the final exam is complete.

## Statement on Plagiarism and Cheating:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

\*\*Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

## Course Schedule/Tentative Timeline:

Week	Class	Chapter	Lesson Plan File	Description
1	Class 1	Getting Started/ Windows 8	BM-Access2013-L1-Session01	Intro to course, Getting Started, Using Windows 8
	Class 2	Windows 8/ Internet Explorer	BM-Access2013-L1-Session02	Finish Windows 8, Internet Explorer
	Class 3	Level 1, Ch 1	BM-Access2013-L1-Session03	Creating Database Table
2	Class 4	Level 1, Ch 1	BM-Access2013-L1-Session04	Creating Database Table
	Class 5	Level 1, Ch 2	BM-Access2013-L1-Session05	Creating Relationships Between Tables
	Class 6	Level 1, Ch 3	BM-Access2013-L1-Session06	Performing Queries
3	Class 7	Level 1, Ch 3	BM-Access2013-L1-Session07	Performing Queries
	Class 8	Level 1, Ch 4	BM-Access2013-L1-Session08	Modifying and Managing Tables
	Class 9	Level 1, Ch 4	BM-Access2013-L1-Session09	Modifying and Managing Tables
4	Class 10	<b>Level 1, U1</b>	BM-Access2013-L1-Session10	<b>Level 1, U1 Performance Assessments</b>
	Class 11	<b>TEST</b>	BM-Access2013-L1-Session11	<b>Level 1, Unit 1 Test</b>
	Class 12	Level 1, Ch 5	BM-Access2013-L1-Session12	Creating Forms
5	Class 13	Level 1, Ch 5	BM-Access2013-L1-Session13	Creating Forms
	Class 14	Level 1, Ch 6	BM-Access2013-L1-Session14	Creating Reports and Mailing Labels
	Class 15	Level 1, Ch 6	BM-Access2013-L1-Session15	Creating Reports and Mailing Labels
6	Class 16	Level 1, Ch 7	BM-Access2013-L1-Session16	Modifying, Filtering and Viewing Data
	Class 17	Level 1, Ch 7	BM-Access2013-L1-Session17	Modifying, Filtering and Viewing Data
	Class 18	Level 1, Ch 8	BM-Access2013-L1-Session18	Importing and Exporting Data
7	Class 19	Level 1, Ch 8	BM-Access2013-L1-Session19	Importing and Exporting Data
	Class 20	<b>Level 1, U2</b>	BM-Access2013-L1-Session20	<b>Level 1, U2 Performance Assessments</b>
	Class 21	<b>Level 1, U2</b>	BM-Access2013-L1-Session21	<b>Level 1, U2 Performance Assessments</b>
8	Class 22	<b>TEST</b>	BM-Access2013-L1-Session21	<b>Level 1, Unit 2 Test</b>
	Class 23	Level 2, Ch 1	BM-Access2013-L2-Session23	Designing the Structure of Tables
	Class 24	Level 2, Ch 1	BM-Access2013-L2-Session24	Designing the Structure of Table
9	Class 25	Level 2, Ch 2	BM-Access2013-L2-Session25	Designing and Building Relationships and Lookup Fields
	Class 26	Level 2, Ch 2	BM-Access2013-L2-Session26	Designing and Building Relationships and Lookup Fields
	Class 27	Level 2, Ch 3	BM-Access2013-L2-Session27	Advanced Query Techniques
10	Class 28	Level 2, Ch 3	BM-Access2013-L2-Session28	Advanced Query Techniques
	Class 29	Level 2, Ch 3	BM-Access2013-L2-Session29	Advanced Query Techniques
	Class 30	Level 2, Ch 4	BM-Access2013-L2-Session30	Creating and Using Custom Forms
11	Class 31	Level 2, Ch 4	BM-Access2013-L2-Session31	Creating and Using Custom Forms
	Class 32	Level 2, Ch 4	BM-Access2013-L2-Session32	Creating and Using Custom Forms
	Class 33	<b>Level 2, U1</b>	BM-Access2013-L2-Session33	<b>Level 2, U1 Performance Assessments</b>
12	Class 34	<b>TEST</b>	BM-Access2013-L2-Session34	<b>Level 2, Unit 1 Test</b>
	Class 35	Level 2, Ch 5	BM-Access2013-L2-Session35	Creating and Using Custom Reports
	Class 36	Level 2, Ch 5	BM-Access2013-L2-Session36	Creating and Using Custom Reports
13	Class 37	Level 2, Ch 5	BM-Access2013-L2-Session37	Creating and Using Custom Reports
	Class 38	Level 2, Ch 6	BM-Access2013-L2-Session38	Using Access Tools and Managing Objects
	Class 39	Level 2, Ch 6	BM-Access2013-L2-Session39	Using Access Tools and Managing Objects
14	Class 40	Level 2, Ch 7	BM-Access2013-L2-Session40	Automating, Customizing and Securing Access
	Class 41	Level 2, Ch 7	BM-Access2013-L2-Session41	Automating, Customizing and Securing Access
	Class 42	Level 2, Ch 8	BM-Access2013-L2-Session42	Integrating Access Data

15	Class 43	Level 2, Ch 8	BM-Access2013-L2-Session43	Integrating Access Data
	Class 44	<b>Level 2, U2</b>	BM-Access2013-L2-Session44-45	<b>Level 2, U2 Performance Assessments</b>
	Class 46	<b>TEST</b>	BM-Access2013-L2-Session46	<b>Level 2, Unit 2 Test</b>
<b>FINAL EXAMINATION OA2291, please contact your instructor to arrange a day and time to complete the final exam.</b>				