



Grande Prairie Regional College

School of Business

Department: Office Administration

COURSE OUTLINE – WINTER 2011

OA 2291 M3 (0-0-5) – Microsoft Office 2007, Access

Instructor Loren Jacula

Office C203

Office Hours M T W 10:00 – 11:30 or by appointment

Phone (780) 539-2205

E-mail LJACULA@GPRC.AB.CA

Class M W F 8:30 – 9:50
Room A313

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series - Microsoft Access 2007, Levels 1 & 2, Rutkosky, Seguin and Rutkosky.

Description: This course teaches you the introductory to 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 up to an expert level and to integrate Access with other applications.

Grading Criteria:

Assignments (6 @ 5% each)	30%
Exam 1	35%
Exam 2	35%

Grades will be assigned on the Letter Grading System.

**Office Administration Department
Grading Conversion Chart**

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

Tentative Course Schedule/Timeline:

<u>Weeks</u>	<u>Topic</u>	<u>Required Reading</u>
1	Database Introduction	
1 - 3	Tables	L1 (C1,2,3) / L2 (C1,2)
3 & 4	Queries	L1 (C4) / L2 (C3)
5 & 6	Forms	L1 (C5) / L2 (C4)
7 & 8	Reports	L1 (C6) / L2 (C5)
11 & 12	Macros & Switchboards	L2 (C7)

Statement on Plagiarism:

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