



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2014

OA 2291 MICROSOFT ACCESS COMPREHENSIVE – 3 (0-0-5)

INSTRUCTOR:	Garth Finlay	PHONE:	780-539-2988
OFFICE:	E309	Text:	780-897-0306
OFFICE	Tuesday, Thursday	E-MAIL:	gfinlay@gprc.ab.ca
HOURS:	10:00 – 11:30 or by appointment		

PREREQUISITE(S)/COREQUISITE:

Students with credit in OA2290 will not receive credit for OA2291.

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series: Microsoft Access 2013 Levels 1 & 2

Snap 2013 Web-Based Training and Assessment

1 USB drive

CALENDAR DESCRIPTION:

Students will master the complete concepts and techniques using Microsoft Access. Students will engage in practical-based activities that prepare them to take the MOS Access Examination.

CREDIT/CONTACT HOURS:

3 credits/5 contact hours

DELIVERY MODE(S):

Lecture/Lab

GRADING CRITERIA:

Chapter Assignments (SNAP)	10%	Chapter Quizzes	10%
MOS Practice Test (Mandatory)	10%	Job Success Skills	10%
Midterm	20%	Final OR MOS Test	30%

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.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area each occurrence.

LATE ASSIGNMENTS

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. Any late assignment will receive an automatic deduction of 25% plus 10% for each day it is late. 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 original deadline and a new deadline will be arranged for this exception only.

****Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be made up before the end of the course.****

RETURNING ASSIGNMENTS

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in E309. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

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.

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

Office Administration Final Exam Conflict Policy

Page 41 of the college calendar under Student Academic Regulations states that “Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time”. However, under extenuating circumstances where a student has a time conflict, that cannot be easily changed, with the final exam an accommodation may be requested. Your request for an exam accommodation will be considered by the Exam Conflict Committee, comprised of Office Administration faculty, if the following conditions have been met:

1. The student must be passing the course at the time of the request.
2. The request must be made no later than one week after the final exam schedule has been posted.
3. The request must be submitted in writing to the chair of the department.

Further documentation may be required.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Assignment
January 6 – 10	Intro & L1C1 Managing and Creating Databases	L1C1 Grade-It Assessments 1-3 Textbook Assessment 4 Due Jan. 15
13-17	L1C1 & L1C2 Creating Relationships Between Tables	L1C2 Grade-It Assessments 1-4 Due Jan. 20
20-24	L2C1 Managing and Creating Tables	L2C1 Grade-It Assessments 1-4 Due Jan. 24
27-31	L1C4 Creating and Modifying Tables in Design View	L1C4 Grade-It Assessments 1-3 Textbook Assessment 4 Due Jan. 29
February 3- 7	L1C3 Performing Queries	L1C3 Grade-It Assessments 1-3 Textbook Assessment 4 Due Feb. 10
10-14	L2C3 Building Relationships and Lookup Fields	L2C3 Grade-It Assessments 1-4 Due. Feb. 14
17-21	Reading week. No classes.	
24-28	Review and Midterm Exam	
March 3-7	L1C5 Creating Forms	L1C5 Grade-It Assessments 1-4 Due March 10
March 10- 14	L2C4 Creating and Using Custom Forms	L2C4 Grade-It Assessments 1, 3-4 Textbook Assessment 2-4 Due March 17
17-21	L1C6 Creating Reports and Mailing Labels	L1C6 Grade-It Assessments 1-3 Textbook Assessment 4 Due March 24
24-28	L2C5 Creating and Using Custom Reports	L2C5 Grade-It Assessments 1-5
Mar. 31- Apr. 4	L1C7 Modifying, Filtering, and Viewing Data L2C6 Using Access Tools and Managing Objects	L1C7 Grade-It Assessment 1 Textbook Assessments 2-3 Due April 4 L2C6 Grade-It Assessments 2-3 Textbook Assessment 1 Due April 7
7-11	L2C7 Automating, Customizing, and Securing Access	L2C7 Grade-It Assessment 3 Textbook Assessment 1, 2, & 4 Due April 11
14-15	Review	