



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE

MS ACCESS – LEVELS 1 & 2 - OA 2291EC (0-0-5)

<b>Instructor</b>	Gail Sherman	<b>Phone</b>	780.831.8676 (call or text)
<b>E-mail</b>	<a href="mailto:gsherman@gprc.ab.ca">gsherman@gprc.ab.ca</a>	<b>Alternate Phone</b>	780.513.5575

**Contact Hours:** You are welcome to call me at the contact numbers and discuss any challenges or questions you may have about the course or you may email me at any time.

**PREREQUISITE(S)/CO REQUISITE(S):** None

#### REQUIRED TEXT/RESOURCE MATERIALS:

- *Benchmark Series Microsoft Access 2010, Levels 1 and 2* by Rutkosky/Seguin/Rutkosky, © Paradigm Publishing, Inc.
- Student Resources CD (provided with textbook)
- Internet Resource Center, [www.emcp.net/BenchmarkAccess2010](http://www.emcp.net/BenchmarkAccess2010)

#### CALENDAR DESCRIPTION:

This course prepares students to work with Microsoft Access 2010 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 2010. Students also develop an understanding of fundamental computer hardware and software concepts.

**CREDIT/CONTACT HOURS:** 3 credits/75 hours

#### COMPUTER TIME:

Approximately eight to ten hours per week of computer time is recommended for successful completion of course requirements.

**DELIVERY MODE:** Internet Delivery using Moodle software, email, Blackberry

## **REQUIRED COMPUTER HARDWARE & SOFTWARE:**

**Microsoft Office Professional Suite 2010** including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010.

- **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

## **OBJECTIVES:**

- Create database tables to organize business or personal records
- Modify and manage tables to ensure that data is accurate and up to date
- Perform queries to assist with decision making
- Plan, research, create, revise and publish database information to meet specific communication needs
- Given a workplace scenario requiring the reporting and analysis of data , 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.
- Redo's are encouraged, students are encouraged to edit their work and resubmit it for full marks.
- Examination materials will be made available but you must contact your instructor to set-up a time that is convenient for you and your instructor.
- Examination work will be submitted as an e-mail attachment
- The final examination will be a practical exam and will be scheduled between the instructor and student.
- Academic honesty: please refer to page 44 of your College Calendar

- All course assignments must be completed and marked in order to attempt the Unit tests and Final word processing exam.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**GRADING CRITERIA:**

Assignments are graded as credit or non-credit. Non-credit assignments must be redone and resubmitted to receive a grade in the course. ALL assignments and non-graded, assigned work must be completed in order to pass.

Exercises & Assessments for Chapters	10%
Quizzes	20%
Midterm	35%
Final Practical Hands-on Project	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 <sup>+</sup>	2.3	67 – 69	SATISFACTORY
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