



# Grande Prairie Regional College

Department: Office Administration

## COURSE OUTLINE

### Microsoft ACCESS 2007, OA 1150 1.5(0-0-2.5)

**Instructor:** Gail Sherman

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**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.

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#### **Prerequisite(s):**

None

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

Grauer, Exploring Microsoft Access 2007 Comprehensive, Exploring Series, Pearson, 2008

#### **Credit/Contact Hours:**

1.5 credits

45 hours

**Delivery Mode(s):** Internet Delivery. Blackboard Resources. MyITLab

#### **Supplies:**

5 data disks

Data disk protector or holder

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

Microsoft Office Professional Suite 2007 including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007. Windows Vista or XP Operating System. Internet,

### **Course Description:**

This course teaches core concepts and techniques in Microsoft Access 2007 through written instruction, PowerPoint demonstrations, hands-on practical exercises.

### **Course Objectives:**

The student will be able to:

- Explore, describe, and navigate among the objects in an Access database.
- Understand the differences between working in storage and memory.
- Practice good file management.
- Backup, compact, and repair Access files.
- Create filters.
- Sort table data on one or more fields.
- Work with different views in Access objects.
- Know when to use Access or Excel to manage data.
- Use the Relationship window.
- Understand relational power.
- Design data.
- Create tables.
- Understand table relationships.
- Share data with Excel.
- Establish table relationships.
- Create a query.
- Specify criteria for different data types.
- Copy and run a query.
- Use the Query Wizard.
- Understand large database differences.

- Understand the order of precedence.
- Create a calculated field in a query.
- Create expressions with the Expression Builder.
- Create and edit Access functions.
- Perform date arithmetic.
- Create and work with data aggregates.
- Plan a report.
- Use different report views.
- Create and edit a report.
- Identify report elements, sections, and controls.
- Add grouping levels in Layout View.
- Add fields to a report.
- Use the Report Wizard.

The student will also, in regard to completing this online course, be able to:

1. expect that unforeseen problems will arise from the use of the computer hardware or software and endeavor to resolve them,
2. exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information,
3. exhibit business standards of behavior with respect to time management, positive attitude, and respect for others.

**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/Case Study	10%
End of Chapter Practice Exercises	20%
Midterm	35%
Final Practical Hands-on Project	35%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></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>