Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 1150 A3 – Microsoft Office 2003 Core Level II, 1.5 (0-0-2.5)

Instructor	Evans Forsyth	**Phone**	Office 539-2009
Office	C415		Residence 532-1031
Office Hours	Tu th 11:30 to 1:00	**E-mail**	forsyth@gprc.ab.ca

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series Access 2003, Specialist, Rutkowsky, EMC Paradigm.

Description: This course teaches you the core level skill sets required to use Access 2003. Notes: Credit will be granted for OA1140 and OA1150 OR OA2610.

Credit/Contact Hours: This is a 1.5 credit course with 2.5 lab hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to pre-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, and to integrate Access with other applications.

Grading Criteria:

Assignments	10%
Chapter Quizzes	20%
Midterm #1 (Chapters 1 - 4)	15%
Midterm #2 (Chapters 5 - 8)	15%
Final Exam	40%

Grades will be assigned on the Letter Grading System.

Administrative Technology 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:

Dates	Days	Pages	Topic	Resources
Jan 4, 9, 11	3	33	Creating a database	Chapter 1
Jan 16, 18	2	24	Creating relationships	Chapter 2
Jan 23	1		Quiz, Ch 1 & 2	Chapters 1 - 2
Jan 25, 30	2	24	Using wizards	Chapter 3
Feb 1, 6, 8	3	37	Performing queries	Chapter 4
Feb 13	1		Review, Ch 1 - 4	Chapters 1 - 4
Feb 15	1		Midterm	Chapters 1 - 4
Feb 27, Mar 1, 6	3	30	Creating forms	Chapter 5
Mar 8, 13, 15	3	37	Creating reports	Chapter 6
Mar 20	1		Quiz, Ch 5 & 6	Chapters 5 - 6
Mar 22, 27	2	26	Importing/exporting data	Chapter 7
Mar 29, Apr 3	2	18	Creating web pages	Chapter 8
Apr 5	1		Review, Ch 5 - 8	Chapters 5 - 8
Apr 10	1		Midterm	Chapters 5 - 8
Apr 12	1		Take up Midterm, Review for Final	Chapters 1 - 8

Plagiarism:

Anyone handing in other student's work as their own will be removed from the course.

Course Specific Classroom Rules:

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. *Attendance is required and will be taken at each class. If you are ill, please call your instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)*

2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).

3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.

4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.

5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
   This policy may change from course to course.

6. Plagiarism will not be tolerated.

7. All assignments must be completed in order to write the final exam and complete the course.

8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

   Study Partner's Name _____

   Study Partner's Phone Number_____

Read your Rights & Responsibilities - College Calendar.

Winter 2007