



# Grande Prairie Regional College

**School of Business**

**Department: Administrative Technology**

COURSE OUTLINE – WINTER 2008

## OA 1150 A3 – Microsoft Office 2007 Core Level II, 1.5 (0-0-2.5)

<b>Instructor</b>	Evans Forsyth	<b>Phone</b>	Office 539-2009
<b>Office</b>	C415		Residence 532-1031
<b>Office Hours</b>	Tu th 11:30 to 1:00	<b>E-mail</b>	<a href="mailto:forsyth@gprc.ab.ca">forsyth@gprc.ab.ca</a>

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### **Prerequisite(s)/corequisite(s):**

None

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

Microsoft Office Access 2007 Complete Concepts and Techniques: Shelly, Cashman, Pratt;  
Thompson Course Technology

### **Description:**

This course teaches you the core level skill sets required to use Access 2007. Credit will be granted for OA1140 and OA1150 OR OA2610.

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

1.5/38 Hours

### **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 - 2)	15%
Midterm #2 (Chapters 3 - 4)	15%
Final Exam	40%

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

## Tentative Course Schedule/Timeline:

<b>Day</b>	<b>Activity</b>	<b>Required Reading</b>	<b>Assignment</b>
Jan. 3	Course Introduction		
8	How does this textbook work? What is a Data Base?	AC 2 – AC12	
10	Creating a data base, creating a table.	AC13 – AC36	
15	Opening a table, creating additional tables.	AC36 – AC49	
17	Creating a Report	AC50 – AC64	Lab 1 (p.AC67) Lab 3 (p.AC69) Case 1 or 2 (p.AC 71)
22	Ch. 1 Assignment & Quiz Review		Labs and Case due
24	Ch. 1 Assignment & Quiz		
29	Designing queries, creating queries, entering criteria	AC74 – AC96	
31	Sorting	AC97 – AC103	
Feb. 5	Joining Tables	AC103 – AC112	
7	Calculations, Crosstab Queries	AC113 – AC126	Lab 1 (p.AC131) Lab 3 (p.AC134) Case 1 or 2 (p.AC135)
12	Ch. 2 Assignment & Midterm #1 Review		Labs and Case Due
14	Ch. 2 Assignment & Midterm # 1		
26	Maintaining a database, updating records, filtering records	AC137 – AC149	
28	Changing the database structure, mass changes, validation rules, changing the appearance of a datasheet	AC149 – AC181	
March 4	Multivalued fields in queries, referential integrity	AC181 – AC192	
6	Ordering records, special database operations	AC192 – AC193	Lab 1 (p.AC199) Lab 3 (p.AC201) Case 1 or 2 (p.AC203)
11	Ch. 3 Assignment & Quiz Review		Labs and Case due
13	Ch. 3 Assignment & Quiz		
18	Creating reports and forms, report creation	AC233 – AC238	
20		AC238 – AC256	
25	Multi-Table reports	AC257 – AC269	
27	Form Creation	AC269 – AC284	Lab 1 (p.AC289) Lab 3 (p.AC294) Case 1 or 2 (p.AC295)
April 1	Ch. 4 Assignment & Midterm #2 Review		Labs and Case Due
3	Ch. 4 Assignment & Midterm #2		
8	Exam Preparation		
10	Exam Preparation		

## **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 permitted.

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.

## **Department of Administrative Technology**

### **Policy on Cell Phones and Other Personal Electronic Devices**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

# ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 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.**