Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

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

Instructor	Garth Finlay	**Phone**	539-2988
Office	C209	**E-mail**	gfinlay@gprc.ab.ca
Office Hours	Monday, Wednesday 10:00 – 11:30 Tuesday, Thursday 1:00 – 2:00 By Appointment		

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. Credit will be granted for OA1140 and OA1150 **or** OA2610.

Credit/Contact Hours: 1.5/38 Hours

Delivery Mode(s):

Lecture/Lab

Objectives:

To design and create databases, build and modify tables, queries, forms and reports. To integrate Access with other programs.

Grading Criteria:

Chapter Assignments: 20%
Chapter Quizzes: 20%
Midterm: 25%
Final Exam: 30%
Job Success Skills: 5%

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

Course Schedule/Timeline:

Week	Topic	Required Reading
Jan. 8	Creating a Database	Ch. 1
Jan. 15	Creating Relationships/ Quiz 1	Ch. 2
Jan. 22	Using Wizards	Ch. 3
Jan. 29	"	"
Feb. 5	Performing Queries	Ch. 4
Feb. 12	Performing Queries/ Review	Ch. 1-4
Feb. 19	Reading Week	
Feb. 26	**Midterm #1**/Creating Forms	Ch. 5
Mar. 5	"/Quiz 2	"
Mar. 12	Creating Reports	Ch. 6
Mar. 19	"	"
Mar. 26	Importing and Exporting Data/ Quiz 3	Ch. 7
Apr. 2	Creating Web Pages	Ch. 8
Apr. 9	Quiz 4/Review	Ch. 1-8

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.