



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

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

Instructor Garth Finlay

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Office Hours Tuesday, Thursday 2:30 - 4:00
or by appointment

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):

Lecture/Lab

Objectives:

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

Grading Criteria:

Labs/Cases:	10%
Chapter Quizzes:	60% (20% each)
Final Exam:	30%

Late Assignments

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline can not be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

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.

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:

Day	Activity	Required Reading	Assignment
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 Quiz review		
24	Ch. 1 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 Quiz review		
14	Ch. 2 Quiz		
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 Quiz Review		
13	Ch. 3 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	TBA		
3	TBA		
8	Exam Preparation		
10	Exam Preparation		

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.