



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2009

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

Instructor Garth Finlay

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Office Hours Mon. 10:00 - 12:00
Tue. & Thur. 9:00 – 9:50
Or by Appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Microsoft Office Access 2007 Windows Vista Edition, Benchmark Series, Rutkosky, Rutkosky, EMC Paradigm

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:	15%
Chapter Quizzes:	30% (15% each)
Midterm	25%
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 cannot 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 Office Administration

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. 6	Introduction to Access and Databases		
8	Creating Database Tables	Ch.1	Concepts Check (p. 30- 31) Assessments 1 – 3 (p.31 – 33) Due Jan. 15
13	Work Period		
15	Creating Relationships between Tables	Ch. 2	Assessments 1 – 2 (p.60 – 62) Case Study Part 1 (p.63) Due Jan. 22
20	Creating Relationships between Tables		
22	Ch. 1 – 2 Quiz	Ch. 1 – 2	Ch. 1 – 2 Quiz
27	Modifying and Managing Tables	Ch.3	Assessments 1 – 2 (p.98 – 97) Due Jan. 3
29	Modifying and Managing Tables		
Feb. 3	Performing Queries	Ch.4	Assessments 1 – 4(p.131 – 134) Due Feb. 10
5	Performing Queries		
10	Midterm Preparation		
12	Midterm	Ch. 1 – 4	Midterm
24	Creating Forms	Ch. 5	Assessments 1 – 3 (p.178 – 180) Due March 5
26	Creating Forms		
March 3	Creating Forms		
5	Creating Reports and Mailing Labels	Ch. 6	Assessments 1 – 4 (p.209 – 211) Due March 12
10	Creating Reports and Mailing Labels		
12	Creating Reports and Mailing Labels		
17	Ch. 5 – 6 Quiz	Ch. 1 – 6	Ch. 5 – 6 Quiz
19	Modifying, Filtering and Viewing Data	Ch. 7	Assessments 1 – 3 (p.245 – 247) Due March 31
24	Modifying, Filtering and Viewing Data		
26	Modifying, Filtering and Viewing Data		
31	Importing and Exporting Data	Ch. 8	Assessments 1 – 2 (p.270 – 272) Due April 7
April 2	Importing and Exporting Data		
7	Final Exam Review		
9	Final Exam Preparation		Final Exam Date TBA

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 48-49 of the college calendar for plagiarism, cheating and penalties.