



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2010

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

Instructor Garth Finlay
Office C209
Office Hours Mon. 10:00 - 12:00
Tue. 1:00 – 2:30
Or by Appointment

Phone 780-539-2988
Text 780-897-0708
E-mail gfinlay@gprc.ab.ca

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:

Course Outline Quiz	5%	Labs/Cases:	10%
Chapter Quizzes:	25% (12.5% each)	Midterm	20%
Final Exam:	30%	Job Success Skills:	10%

Job Success Skills

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Use of social networking programs and cell phones during class time is not an example of successful job skills and will result in a loss of marks in this area each occurrence.

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.

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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	Activity	Required Reading	Assignment/Due Date
Jan 4 – 8	Course Introduction and Course Outline Introduction to Access and Databases		Course Outline Quiz on Jan. 7
11 – 15	Creating Database Tables	Ch.1	Concepts Check (p. 30- 31) Assessments 1 – 3 (p.31 – 33) Due Jan. 19
18 – 22	Creating Relationships Between Tables	Ch.2	Assessments 1 – 2 (p.60 – 62) Case Study Part 1 (p.63) Due Jan. 26
25 – 29	Ch. 1 – 2 Quiz	Ch. 1 – 2	Ch. 1 – 2 Quiz on Jan. 28
Feb 1 – 5	Modifying and Managing Tables	Ch.3	Assessments 1 – 2 (p.98 – 97) Due Feb. 9
8 – 12	Performing Queries	Ch.4	Assessments 1 – 4(p.131 – 134) Due Feb. 16
15 – 19	Midterm	Ch.1-4	Midterm on Feb.18
22 – 26	Creating Forms	Ch.5	
Mar 1 – 5	Creating Forms	Ch.5	Assessments 1 – 3 (p.178 – 180) Due March 16
8 – 12	Winter Break No Classes		
15 – 19	Creating Reports and Mailing Labels	Ch.6	
22 – 26	Creating Reports and Mailing Labels	Ch.6	Assessments 1 – 4 (p.209 – 211) Due March 25
Mar 29 – Apr 2	Ch. 5 – 6 Quiz	Ch. 1 – 6	Ch. 5 – 6 Quiz on April 1
5 – 9	Modifying, Filtering and Viewing Data	Ch.7	Assessments 1 – 3 (p.245 – 247) Due April 13
12 - 16	Final Exam Review and Preparation	Ch.1-7	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.

Returning Assignments

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in C209. Any unclaimed assignments will receive a grade of 0% at the end of the semester.