Grande Prairie Regional College
Administrative Technology Department
Course Outline
Fall, 2005
OA1151ABN - Microsoft Access 2003
Core Level 1
(1.5) (0-0-2.5) 38 hours

Prerequisite   None

**Session
Details**   Distance Delivery

Instructor   Gail Sherman   Office D402
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Text: MS Access 2003 – Specialist, Rutkowsky (EMC Paradigm)

Delivery Mode   On-line

Supplies: 2 data disks
                     Data disk protector or holder

**Course
Description:**   Course Description: This course teaches you the fundamentals of using
                     Windows XP, Windows Explorer, and Microsoft Access 2003.

**Course
Objectives:**   The student will demonstrate the ability to:

- create databases and establish relationships between database tables,
- create forms, reports, mailing labels & charts,
- sort information and create queries for information that is desired from a functioning data base.
- Create slide presentations

Use Microsoft Office to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.

Accept responsibility for backup routines and preventive maintenance routines.

Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.

Exhibit ethical behavior with respect to copyright on software,

confidentiality, privacy of documents on screen, and sharing of disks and information.

Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

COURSE POLICY

Tests, mid-terms, and final exams must be completed at the scheduled times. Failure to complete examinations at the scheduled times will result in a grade of zero (0).

Assignments are due on the dates set by the instructor. These dates are not negotiable.

If you miss an assignment, you receive a zero (0) for that assignment.

Plagiarism will not be tolerated. The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. The College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction.

All assignments, quizzes and exams must be completed throughout the semester in order to complete a course. Attempting missed assignments and tests at the end of the course will not be considered.

Keep your work up-to-date.

Please read your Rights & Responsibilities as well as Regulations and Policies beginning on page 46 of your College Calendar. Be familiar with what you can expect from your course and instructor, as well as what you are responsible for.

GRADING: Access Assignments: 15%, will include assignments, end of chapter assessments, quizzes, tests

PowerPoint Assignments: 15%

Quizzes: 35%

Final Exam: 35%