



DEPARTMENT OFFICE ADMINISTRATION

MS ACCESS 2010 – CORE LEVEL

OA 11500 DE 1,5(0-0-3) 38 HOURS

Instructor: Gail Sherman

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Contact Hours: You are welcome to call me at the contact numbers and discuss any challenges or questions you may have about the course or you may email me at any time.

Prerequisite(s): None

Required Course Resources

Benchmark Series Microsoft Access 2010, Level 1 by Rutkosky/Seguin/Rutkosky,
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Student Resources CD (provided with textbook)

Internet Resource Center, www.emcp.net/BenchmarkAccess2010

USB flash drive or other storage medium

Computer Time

Approximately eight to ten hours per week of computer time is recommended for successful completion of course requirements.

Credit:

1.5 credits

Delivery Mode(s):

Internet Delivery with Moodle Resources.

Course Objectives:

1. Create database tables to organize business or personal records
2. Modify and manage tables to ensure that data is accurate and up to date
3. Perform queries to assist with decision making
4. Plan, research, create, revise and publish database information to meet specific communication needs
5. Given a workplace scenario requiring the reporting and analysis of data , assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively.

Course Description:

This course prepares students to work with Microsoft Access 2010 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Access 2010 and explore the essential features of Windows 7 and Internet Explorer 8.0. Students also develop an understanding of fundamental computer hardware and software concepts.

Required Computer Hardware & Software:

Microsoft Office Professional Suite 2010 including Word 2010, Excel 2010, Access 10 PowerPoint 2010, and Outlook 2010 Windows Vista or XP Operating System. Internet,

Grading Criteria:

Assignments are graded as credit or non-credit. Non-credit assignments must be redone and resubmitted to receive a grade in the course. ALL assignments and non-graded, assigned work must be completed in order to pass.

Hands-on Chapter Exercises/Case Study	10%
End of Chapter Practice Exercises	20%
Midterm	35%
Final Practical Hands-on Project	35%

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