



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE

Microsoft ACCESS 2003, OA 1150 1.5(0-0-2.5)

Instructor: Cara Leaf

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Prerequisite(s)/:

None

Required Text/Resource Materials:

Rutkosky ,Nita, *Benchmark Series Access 2003, Specialist*, St. Paul, MN. EMC Paradigm Publishing Inc.

Credit/Contact Hours:

1.5 credits

45 hours

Delivery Mode(s): Lecture/Lab

On-Line

Supplies:

5 data disks

Data disk protector or holder

Course Description:

This course teaches you the core level skill sets required to use Microsoft Access 2003.

Course Objectives:

The student will be able to:

1. design and create databases
2. build and modify tables and queries
3. establish relationships between database tables
4. create forms and reports
5. integrate Access with other application

The student will also, in regard to completing this online course, be able to:

1. accept responsibility for back up routines and preventive maintenance routines
2. expect that unforeseen problems will arise from the use of the computer hardware or software and endeavor to resolve them
3. exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information
4. exhibit business standards of behavior with respect to time management, positive attitude, and respect for others

Grading Criteria:

Assignments & Projects-

25%

- ✓ for each chapter there will be a number of assignments to be completed. Some assignments will be graded and some will be submitted for credit

Quizzes -

20%

- ✓ will consist of unit and topic tests

Midterm

25%

- ✓ the midterm will consists of a 3 hour exam(theory & production) covering concepts learned in chapters 1-4

Final Theory & Production Exam –

30%

- ✓ The final exam consists of a theory test as well as a production exam where students will produce finished quality documents applying concepts learned over the course of the semester.

Course Schedule/ Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1. Jan. 7-11	Course Outline Course Policy Creating a database	Chapter 1 & Lecture 1
2 Jan.14-18	Creating relationships	Chapter 2 Lecture 2
3 Jan. 21-25	Using wizards	Chapter 3 Lecture 3
4 & 5 Jan.28-Feb.08	Performing queries MIDTERM	Chapter 4 Lecture 4
6 & 7 Feb.11-22	Creating Forms	Chapter 5 Lecture 5
8 & 9 Mar.3-14	Creating Reports	Chapter 6 Lecture 6
10 Mar.17-21	Importing & Exporting Data	Chapter 7 Lecture 7
11 Mar.24-28	Creating Web Pages	Chapter 8 Lecture 8
12 (Production Exam) Mar.31- April 4 (Theory Exam) to be scheduled during the last week	FINAL EXAM	All previous chapters

Examinations:

There will be a chapter quiz scheduled after the completion of every chapter.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

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