



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2011

OA 1150 A3/B3 - Microsoft Office 2007 Core Level II 1.5 (0-0-2.5)

Instructor Wendy Campeau

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Office Hours M/W: 11:30am – 1:00pm
Or by appointment

A3 – T/R: 10:00 – 11:20
Rm. A307
Class B3 – M/W: 10:00 – 11:20
Rm. A313

Prerequisite(s)/Co-requisite(s):

None

Required Text/Resource Materials:

- 1) 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 credit/38 Hours

Delivery Mode(s):

Lecture/Lab

Objectives:

By the end of this course, students will be able to:

- 1) Design and create databases
- 2) Build and modify tables
- 3) Performing queries
- 4) Forms and reports
- 5) Integrate Access with other programs

Grading Criteria:

Chapter Assignments	14%
Chapter Quizzes	26%
Midterm – Chapters 1 – 4	20%
Final Exam – Chapters 1 – 7	30%
Job Success Skills	10%

Late Assignments:

Late assignments or missed quizzes or midterms will result in a grade of 0 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).

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.

Statement on Plagiarism:

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)

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

Department of Office Administration**Policy on Cell Phones, Other Personal Electronic Devices & Social Media:**

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.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

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.

Office Administration 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	Date	Activity	Required Reading	Assignment
1	Jan. 3 – 7	Course Introduction and Course Outline Introduction to Access and Databases	- Course outline - Handouts	Submit intro on Moodle
2	Jan. 10 – 14	Chapter 1 - Creating Database Tables	- Chapter 1 - Pgs. 7 – 34	Chapter 1 Assignment - Concepts Check pg. 30-31 - Assessments 1 – 3, pg. 31-33 Due Sun. Jan. 16
3	Jan. 17 – 21	Chapter 2 - Creating Relationships Between Tables	- Chapter 2 - Pgs. 35 – 63	Chapter 2 Assignment - Assessments 1 & 2 pg. 60-62 - Case Study Part 1 pg. 63 Due Sun. Jan. 23
4	Jan. 24 – 28	Chapter 1 & 2 Quiz	- Chapters 1 & 2	Chapter 1 & 2 Review - Jan. 24/25 Chapter 1 & 2 Quiz - Jan. 26/27
5	Jan. 31 – Feb. 4	Chapter 3 - Modifying and Managing Tables	- Chapter 3 - Pgs. 65 – 97	Chapter 3 Assignment - Assessments 1 & 2 pg. 95 - 97 - Due Sun. Feb. 6
6	Feb. 7 – 11	Chapter 4 - Performing Queries	- Chapter 4 - Pgs. 99 – 135	Chapter 4 Assignment - Assessments 1 – 4 pg. 131 – 134 Due Sun. Feb. 13
7	Feb. 14 – 18	Midterm	- Chapters 1 – 4	Chapter 1 – 4 Review - Feb. 14/15 Chapter 1 – 4 Midterm - Feb. 16/17
8	Feb. 21 – 25	Winter Break – No Classes		
9	Feb. 28 – Mar. 4	Chapter 5 - Creating Forms	- Chapter 5 - Pgs. 147 – 181	
10	Mar. 7 – 11	Chapter 5 - Creating Forms	- Chapter 5 - Pgs. 147 – 181	Chapter 5 Assignment - Assessments 1 – 3 pg. 178 – 180 Due Sun. Mar. 13
11	Mar. 14 – 18	Chapter 6 - Creating Reports & Mailing Labels	- Chapter 6 - Pgs. 183 – 212	
12	Mar. 21 – 25	Chapter 6 - Creating Reports & Mailing Labels	- Chapter 6 - Pgs. 183 – 212	Chapter 6 Assignment - Assessments 1 – 4 pg. 209 - 211 Due Sun. Mar. 27
13	Mar. 28 – Apr. 1	Chapter 5 & 6 Quiz	- Chapters 1 – 6	Chapter 5 & 6 Review - Mar. 28/29 Chapter 5 & 6 Quiz - Mar. 30/31
14	Apr. 4 – 8	Chapter 7 - Modifying, Filtering & Viewing Data	- Chapter 7 - Pgs. 215 – 247	Chapter 7 Assignment - Assessments 1 – 3 pg. 245 – 247 Due Sun. Apr. 10
15	Apr. 11 – 15	Final Exam Review & Preparation	- Chapters 1 – 7	Final Exam Data TBA