

Grande Prairie Regional College
Administrative Technology
Course Outline
OA2290 M3 Microsoft Office Professional
Access, PowerPoint 2002
An Expert Level Course (3) (0-0-5) 75 hours

Prerequisite: OA1150 or OA2610

Session Details: Winter 2005
T R 11:30 am – 12:50 am and F 10 am – 11:20 am A313

Instructor Gail Sherman, Office C402 gsherman@gprc.ab.ca
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Text: Shelley and Cashman, Microsoft Office XP, Advanced Concepts and Techniques, Thomson Learning.

Shelley and Cashman, Microsoft Office XP, Post Advanced Concepts and Techniques, Thomson Learning.

Course Description & Delivery Mode: This course teaches you the expert concepts and techniques of Microsoft Access through lectures and demonstrations to introduce concepts and hands-on practical applications of these programs.

Course Objectives: Students will be able to perform all activities to attain an Expert level of skill in Access 2002 including the skill sets:

1. Building and modifying tables.
2. Building and modifying forms
3. Refining queries.
4. Producing reports.
5. Defining relationships.
6. Utilizing web capabilities.
7. Using Access tools.
8. Data integration.

Grading:	Chapter Exercises and Assignments	15%
	Mid-term, Final Project	40%
	Final Exam	30%
	Portfolio	15%

A perfect assignment will receive 10 points. Two full points will be deducted for omissions or text additions, incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise of test instructions, and formatting errors (minor or major). Late assignments will be deducted 3 points for each day late.

Course Policy:

1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar,p.33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.

This item may change from course to course.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.

FOUR POINT ALPHA GRADING SYSTEM

A+	90-100
A	85-89
A-	80-84
B+	76-79
B	73-75
B-	70-72
C+	67-69
C	64-66
C-	60-63
D+	55-59
D	50-54
F	0-49