

Grande Prairie Regional College
Administrative Technology
Course Outline
OA2290 A3 Microsoft Office Professional – Access 2002
Expert Level Course

Prerequisite: OA1150 or OA2610

Session Details: Winter 2004
A3 – M W F 8:30 – 9:50 A312

Instructor: Loren Jacula
Office: C220
Phone: 539-2205 (work)
Office Hours: M & W 10:00 – 11:30 and T & R 2:30 – 3:30

Text: Shelley and Cashman, Microsoft Office XP 2002, Advanced Concepts and Techniques, Thomson Learning.

Shelley and Cashman, Microsoft Office XP 2002, 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 with emphasis on hands-on practical application.

Course Objectives: Students will be able to perform all activities to attain an Expert level of skill in Access 2002 including, but not limited to, 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:	Assignments	50%
	Term Project	20%
	Final Exam	30%

A perfect assignment will receive 10 points. Points will be deducted for omissions or text additions, typographical errors, commands that result in a copy that deviates from the exercise of test instructions, and formatting errors (minor or major).

Course Policy:

1. Attendance is required. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)
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.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____