Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 2290 3 (0-0-5) – Microsoft Office 2003, Access Expert Level

Instructor	Loren Jacula	**Phone**	539-2205
Office	C220	**E-mail**	LJACULA@GPRC.AB.CA
Office Hours	M T Th 1:00 – 2:20	**Class**	M W F 8:30 – 9:50 Room A307

Prerequisite(s)/corequisite(s):

OA 1150 or OA 2610

Required Text/Resource Materials:

Microsoft Office 2003, Course Two, Shelly Cashman Series, Thomson.
Microsoft Office 2003, Course Three, Shelly Cashman Series, Thomson.

Description: This course teaches you the expert concepts and techniques of Microsoft Access through lectures and demonstrations with emphasis on hands-on practical application.

Credit/Contact Hours: This is a 5 credit course with 5 lab hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

Objectives:

To design and create databases, build and modify tables, queries, forms and reports at an expert level and to integrate Access with other applications.

Grading Criteria:

Project Assignments (10% each)   40%
Term Project/Presentation   30%
Final Exam   30%

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

Tentative Course Schedule/Timeline:

Week	Topic	Required Reading
1	Database review	
2 & 3	Reports, Forms and Combo Boxes	Project 4
4 - 6	Enhancing Forms	Project 5
7 - 9	Switchboards, PivotTables and PivotCharts	Project 6
10 – 12	Advanced Form and Report Techniques	Project 7

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see page 47 of the College Calendar for plagiarism, cheating and penalties.