

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

Prerequisite: OA1150 or OA2610

Session Details: Winter 2004
M3 – T R 11:30 – 12:50 and F 10:00 – 11:20 A313

Instructor: Sharron Barr
Office: A313B (Check my door for hours)
Phone: 539-2979 (work)
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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	24%
	Final and Midterms Access In-Class Assessments	30%
	MOS Test or Final Exam	30%
	Portfolio	16%

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.

NOTE: This course teaches skills necessary to pass the Microsoft Office Specialist (MOS) Certification exam.

Each exam bears a cost of \$75. Exams can be booked through Diane Kinderwater at the student's desired time and scheduling permitting. Students may supplement the MOS Certification exam for the in-class final exam. A passing grade in this certification exam will constitute an A+ on the final exam.

Four Point Alpha Grading System	A+	4.0	90-100
	A	4.0	85-89
	A-	3.7	80-84
	B+	3.3	76-79
	B	3.0	74-75
	B-	2.7	70-72
	C+	2.3	67-69
	C	2.0	64-66
	C-	1.7	60-63
	D+	1.3	55-59
	D	1.0	50-54
F	0.0	0-49	

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.
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 _____

TENTATIVE COURSE SCHEDULE

JANUARY		
Tuesday	Thursday	Friday
6 Academic Advising 9 a.m. – 12 noon	8 Course Outline Course Schedule MOS Testing Overview Portfolio Overview	9 Project 4 Reports Forms and Combo Boxes
13	15	16 Project 4 Due
20 Project 5 Enhancing Forms with OLE Fields, Hyperlink, and Subforms	22	23
27 Project 5 Due	29 Project 6 Creating An Application System Using Macros, Wizards, and the Switchboard Manager	30
FEBRUARY		
3	5	6 Project 6 Due
10 Midterm In-class Exam Review	12 Midterm In-class Exam	13 Midterm In-class Exam Portfolio Part I Due
17 Winter Break	19 Winter Break	20 Winter Break

Tuesday	Thursday	Friday
24 Review Midterm Exam Project 7 Creating a Report Using Design View	25	26
MARCH		
2 Project 7 Due	4 Project 8 Advanced Form Techniques	5
9	11 Project 8 Due	12 Project 9 Administering A Database System
16	18	19 Project 9 Due
23 In-class Midterm II	25 In-class Midterm II	26 In-class Midterm II
30 Midterm II Review MOS Testing can begin Final In-class Assessment Day I		
APRIL		
	1 Midterm II Review Final In-class Assessment Day II	2 Midterm II Review Final In-class Assessment Day III
6 Final In-class Assessment Review MOS Testing	8 Portfolio Part II Due Final Exam Review MOS Testing	9 GOOD FRIDAY
13 Final Exam Day I MOS Testing	15 Final Exam Day II MOS Testing	16 YEAR END AWARDS & Work Experience Sponsors Appreciation Lunch
Final Exam TBA Final Exam Day IV		