

# **Grande Prairie Regional College**

#### **School of Business**

**Department: Administrative Technology** 

OA 2291/OA2090 EC 3(0-0-5) 75 HOURS

MS ACCESS 2007 - CORE to EXPERT LEVEL

COURSE OUTLINE - ON-LINE DELIVERY

**Instructor:** Gail Sherman **Phone:** 780.513.5575 (home)

**Cell phone:** 780.831.8946 (call or text) **E-mail:** gsherman@gprc.ab.ca

**Contact** You are welcome to call me at the contact numbers or email me and discuss any challenges or questions you may have about the course.

#### Prerequisite(s)/co requisite(s):

None

#### **Required Text/Resource Materials:**

Grauer, Exploring Microsoft Access 2007 Comprehensive, Exploring Series, Pearson, 2008

### Required Computer Hardware & Software:

Microsoft Office Professional Suite 2007 including Word 2007, Excel 2007, Access 2007,

PowerPoint 2007, and Outlook 2007.

Windows Vista or XP Operating System

Internet

E-mail

# **PC System Minimum Requirements**

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free
- RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

Course Outline 1

#### **Printer Minimum Requirements**

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

#### **Description:**

This course teaches core to expert concepts and techniques in Microsoft Access 2007 through written instruction, PowerPoint demonstrations, as well as hands-on practical exercises.

**Credit/Contact Hours:** 75 hours

**Delivery Mode(s):** Internet Delivery. Blackboard Resources.

#### **Objectives:**

- Track and report information with ease.
- Work directly within a datasheet to create and customize tables.
- Collect information through forms in e-mail or import data from external applications.
- Create and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making.
- Import an Outlook contact record
- Filter data, bringing clarity to business questions. Different filter options are available for text, numbers, and date data types.
- Attach multiple files such as photos, documents, or spreadsheets to individual records within the data store for easy reference.

## **Course Policy**

Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be e-mailed as attachments but they must be zipped.
- Redo's are encouraged. Assignments will be graded as credit or redo and students are encouraged to edit their work and resubmit it for full marks. All work will be marked and all re-submitted work (redo's) will be marked and sent back to the student.
- Examination materials will be made available on the dates and times set up between you and your instructor.
- Examination work will be submitted as an e-mail attachment that has been zipped.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Chapter tests and Final Exam.

Course Outline 2

# **Grading Criteria:**

Assignments are graded as credit or non-credit. Exams, quizzes, midterm and final are marked according to mark sheet that will accompany the exam. 3 marks are deducted for each format, spelling, punctuation or other error.

| Hands-on Chapter Exercises        | 10% |
|-----------------------------------|-----|
| End of Chapter Practice Exercises | 20% |
| Midterm, quizzes                  | 40% |
| Final Exam                        | 30% |

| Grades will be assigned on the Letter Grading System. |            |            |                      |  |
|---|------------|------------|----------------------|--|
| Administrative Technology Department                  |            |            |                      |  |
| Grading Conversion Chart                              |            |            |                      |  |
| Alpha Grade   | 4-point    | Percentage | Designation          |  |
|   | Equivalent | Guidelines |                      |  |
| A+  | 4          | 90 - 100   | EXCELLENT            |  |
| A   | 4          | 85 - 89    |                      |  |
| A-  | 3.7        | 80 - 84    | FIRST CLASS STANDING |  |
| B+  | 3.3        | 76 - 79    |                      |  |
| В   | 3          | 73 - 75    | GOOD                 |  |
| B-  | 2.7        | 70 - 72    |                      |  |
| C+  | 2.3        | 67 - 69    | SATISFACTORY         |  |
| С   | 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 Outline 3