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 Hours:	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*

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.

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 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