



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE

MS ACCESS – LEVELS 1 & 2 - OA 2291EC (0-0-5)

Instructor	Gail Sherman	Phone	780.831.8676 (call or text)
E-mail	gsherman@gprc.ab.ca	Alternate Phone	780.513.5575

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

PREREQUISITE(S)/CO REQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

- *Benchmark Series Microsoft Access 2010, Levels 1 and 2* by Rutkosky/Seguin/Rutkosky, © Paradigm Publishing, Inc.
- Student Resources CD (provided with textbook)
- Internet Resource Center, www.emcp.net/BenchmarkAccess2010

DESCRIPTION:

This course prepares students to work with Microsoft Access 2010 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Access 2010. Students also develop an understanding of fundamental computer hardware and software concepts.

CREDIT/CONTACT HOURS: 3 credits/75 hours

COMPUTER TIME:

Approximately eight to ten hours per week of computer time is recommended for successful completion of course requirements.

DELIVERY MODE: Internet Delivery using Moodle software, email, Blackberry

REQUIRED COMPUTER HARDWARE & SOFTWARE:

Microsoft Office Professional Suite 2010 including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010.

- **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

OBJECTIVES:

- Create database tables to organize business or personal records
- Modify and manage tables to ensure that data is accurate and up to date
- Perform queries to assist with decision making
- Plan, research, create, revise and publish database information to meet specific communication needs
- Given a workplace scenario requiring the reporting and analysis of data, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively.

COURSE POLICY:

- Assignments are to be e-mailed as attachments.
- Redo's are encouraged, students are encouraged to edit their work and resubmit it for full marks.
- Examination materials will be made available but you must contact your instructor to set-up a time that is convenient for you and your instructor.
- Examination work will be submitted as an e-mail attachment
- The final examination will be a practical exam and will be scheduled between the instructor and student. Examination materials will be made available on Black Board during the scheduled examination time.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to pass this course.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

GRADING CRITERIA:

Assignments are graded as credit or non-credit. Non-credit assignments must be redone and resubmitted to receive a grade in the course. ALL assignments and non-graded, assigned work must be completed in order to pass.

Exercises & Assessments for Chapters	10%
Quizzes	20%
Midterm	35%
Final Practical Hands-on Project	35%

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