



## DEPARTMENT OFFICE ADMINISTRATION

MS ACCESS 2010 – CORE to EXPERT LEVEL

OA 2290 DE 3(0-0-5) 75 HOURS

**Instructor:** Gail Sherman

**E-mail:** [gsherman@gprc.ab.ca](mailto:gsherman@gprc.ab.ca)

**Phone:** 780.831.8676 (cell), call or text, 780.513.5575 (home)

**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):** None

### Required Course Resources

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](http://www.emcp.net/BenchmarkAccess2010)

### Computer Time

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

### Course 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 and explore the essential features of Windows 7 and Internet Explorer 8.0. Students also develop an understanding of fundamental computer hardware and software concepts.

### Course Objectives:

OA2291

1. Create database tables to organize business or personal records
2. Modify and manage tables to ensure that data is accurate and up to date
3. Perform queries to assist with decision making
4. Plan, research, create, revise and publish database information to meet specific communication needs
5. 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.

**Supplies:**

5 data disks

Data disk protector or holder

**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.

## 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 <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL