



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

OA 1150– Microsoft Office 2003 Core Level II, 1.5 (0-0-2.5)

Instructor Evans Forsyth

Phone 539-2009

Office C415

E-mail forsyth@gprc.ab.ca

Office Hours Tu th 11:30 to 1:00

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series Access 2003, Specialist, Rutkowsky, EMC Paradigm.

Description: This course teaches you the core level skill sets required to use Access 2003. Notes: Credit will be granted for OA1140 and OA1150 OR OA2610.

Credit/Contact Hours: This is a 1.5 credit course with 2.5 lab hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to pre-read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

Objectives:

To design and create databases, build and modify tables, queries, forms and reports, and to integrate Access with other applications.

Grading Criteria:

| | |
|---------------------------|-----|
| Chapter Quizzes | 10% |
| Midterm #1 (Chapters 1-4) | 30% |
| Midterm #2 (Chapters 5-8) | 30% |
| 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 |

Tentative Course Schedule/Timeline:

| <u>Week</u> | <u>Topic</u> | <u>Required Reading</u> |
|--------------------|------------------------|--------------------------------|
| 1 | Creating a database | Chapter 1 |
| 2 | Creating relationships | Chapter 2 |
| 3 & 4 | Using wizards | Chapter 3 |
| 5 & 6 | Performing queries | Chapter 4 |
| 7 & 8 | Creating forms | Chapter 5 |
| 9 & 10 | Creating reports | Chapter 6 |
| 11 | Im/exporting data | Chapter 7 |
| 12 | Creating web pages | Chapter 8 |

Plagiarism:

Anyone handing in other student's work as their own will be removed from the course.

Course Specific Classroom Rules:

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
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 policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the 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 _____

Read your Rights & Responsibilities - College Calendar.

Winter 2006