



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

#### COURSE OUTLINE – WINTER 2006

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

**Instructor** Loren Jacula  
**Office** C220  
**Office** M 10:00 – 11:20  
**Hours** T Th 1:00 – 2:20

**Phone** 539-2205  
**E-mail** LJACULA@GPRC.AB.CA  
**Class** T Th 8:30 – 9:20  
Room A305

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#### **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**

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

### **Tentative Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
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

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. Please see page 47 of the College Calendar for plagiarism, cheating and penalties.