



GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE

OA 2290M3 - Microsoft Office Professional

Access 2003, Expert Level (3) (0-0-5) 75 hours

Instructor	Gail Sherman Telephone: 539-2071 (office) 513-5575 (home)	Email: gsherman@gprc.ab.ca Office: A402C
	Office Hours: Wednesday & Friday 11:30-1:30 p.m., Tuesday & Thursday 1-2 p.m. or by appointment	
Prerequisite	OA1150, Introduction to Access or OA2610, Introduction to Access	
Session Details	Tuesday & Thursday 11:30-1 p.m., Friday 10-11:20 a.m.	
Text:	Access 2003, Expert Level, Benchmark Series, Meredith Flynn	
Delivery Mode	Lecture/Lab	
Supplies:	4 file folders 10 disks	
Course Descriptions:	This course teaches expert concepts and techniques in Microsoft Access 2003 through lectures, demonstrations, and hands-on practical applications of these programs.	
Course Objectives	Students will be able to perform all activities to attain an Expert level of skill in Access 2002 including the skill sets: <ol style="list-style-type: none">1. Building and modifying tables.2. Building and modifying forms3. Refining queries.4. Producing reports.5. Defining relationships.6. Utilizing web capabilities.7. Using Access tools.8. Data integration.	

**COURSE
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor the morning of your absence by telephone or email.
2. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, p. 35)
3. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
4. All major assignments must be completed in order to complete this course.

Grading:

Assignments - 10%

- ✓ 2 full marks will be deducted for incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise test instructions, and formatting errors (minor or major)
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 1

MOS Prep Tests – 15%

- ✓ will consist of chapter material covered during the week and a review of previously covered work

Midterm – 30%

- ✓ will consist of unit and topic tests

Final Practical Exam – 45%

- ✓ Consists of a 10 hour Final Examination in which students will produce finished quality documents applying concepts learned over the course of the semester.

Note: This course teaches the skills necessary to pass the MOS certification exam, which costs \$60 to register. Students may supplement the MOS certification exam for the in-class final exam. A passing grade in this certification will constitute a grade of “A+” on the final exam. Students must make arrangements with instructor 1 month prior to the scheduled class final exam. Exams must be pre-booked for or before the weeks of April 3 - 7, 2006. A practice exam must be completed before MOS Test will be administered.

Portfolio Submission - 5 %

- ✓ the student will demonstrate job success skills
- ✓ the student will prepare portfolio submissions displaying proof of expert level skills in Excel and PowerPoint

GRADING SYSTEM: Four Point Alpha Grading System

A+	90-100
A	85-89
A-	80-84
B+	76-79
B	73-75
B-	70-72
C+	67-69
C	64-66
C-	60-63
D+	55-59
D	50-54
F	0-49

PLAGIARISM: The penalty for cheating is SEVERE! It can consist of EXCULSION from the program and the institution or receiving and grade of one in the course. DON'T DO IT!!!