OA 180 A & B – Microsoft Access
2 Credits, 10 weeks, 5 hours per week

Course Description
This course deals with the management of information in business. The student will learn to design and manage electronic filing systems for various office environments. Records management using the Microsoft ACCESS database software is introduced. The student will learn fundamental database concepts and features, including designing, creating, and modifying database structures. Records will be sorted, selected and reports generated.

Prerequisites: OA 110

Instructor
Cristina Fuentes
Office location: Syncrude Technology Centre Office S111B
Phone number: 780-791-8939
cristina.fuentes@keyano.ca

Office hours
Tuesday 11:00 a.m. – 12:00 p.m.
Wednesday 10:00 a.m. – 11:00 a.m.
Thursday 9:00 a.m. – 10:00 a.m. & 1:00 p.m. – 2:00 p.m.
Friday 9:00 a.m. – 10:00 a.m.

Section A - Hours of Instruction
Tuesday 2:00 p.m. – 3:50 p.m. Computer lab S205
Thursday 3:00 p.m. – 3:50 p.m. Computer lab S207
Friday 1:00 p.m. – 2:50 p.m. Computer lab S105

Section B - Hours of Instruction
Tuesday 12:00 p.m. – 1:50 p.m. Computer lab S105
Wednesday 11:00 a.m. – 11:50 a.m. Computer lab S207
Friday 10:00 a.m. – 11:50 a.m. Computer lab S107
Required Resources

Textbooks:

Additional Resources:
USB

Course Outcomes

Students will be able to:

1. Demonstrate knowledge of basic database concepts and Microsoft Access terminology.
2. Create databases.
3. Create and modify tables.
4. Apply commonly used database commands to maintain and organize electronic records.
5. Define table relationships.
6. Generate queries, reports and forms.
7. Create Calculated fields and perform calculations using Aggregate functions.
8. Follow instructions and produce required output within a given time period.

Evaluation

Assignments.............................. 30%
Tests ....................................... 40%
Final Exam ............................... 30%
Total.....................................100%
Office Administration Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>OA %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent (90% - 100%)</td>
<td>A+</td>
<td>4.0</td>
<td>99 – 100</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>95 – 98</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90 – 94</td>
</tr>
<tr>
<td>Good (75% - 89%)</td>
<td>B+</td>
<td>3.3</td>
<td>85 – 89</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>80 – 84</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>75 – 79</td>
</tr>
<tr>
<td>Satisfactory (60% - 74%)</td>
<td>C+</td>
<td>2.3</td>
<td>70 – 74</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>65 – 69</td>
</tr>
<tr>
<td>Progression/ Minimum Pass</td>
<td>C-</td>
<td>1.7</td>
<td>60 – 64</td>
</tr>
<tr>
<td></td>
<td>D+</td>
<td>1.3</td>
<td>55 – 59</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
<td>50 – 54</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0.0</td>
<td>0 – 49</td>
</tr>
</tbody>
</table>

The minimum standard for passing this course is a grade of C- (60%)

Performance Requirements

Assignments are to be submitted to the instructor at the beginning of the class on the scheduled assignment due date. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days late (including weekends). Assignments more than three days late will receive a zero.

Students who miss classes are responsible for course content for that class.

It is the student’s responsibility to follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states “Students are considered to be responsible adults and should adhere to principles of intellectual integrity.” The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty “may range from a verbal reprimand to dismissal from the College …”. Please refer to pages 36-40 of the Keyano College Calendar for more details.
Teaching and Learning Methodologies

All classes will be held in a Computer Lab environment. Concepts and terminologies will be introduced and covered in class. Students are required to work both in class and outside of classroom to re-enforce the newly acquired knowledge. This is not an online course and Moodle is used only as a resource. Students are required to attend all classes.

Note: This course outline may be modified at the instructor's discretion to facilitate unforeseen time constraints.

Dates to Remember:

September 3 Monday: College closed (Labour Day)
September 4 Tuesday: Orientation Day
September 5 Wednesday: Fall semester begins for academic programs
Tuition deposit is non-refundable as of the first day of classes
September 11 Tuesday: Last day to add course(s) for academic programs
Fall semester fees due. Tuition is due October 26th if part time and registered only in this course, otherwise it is due September 13th.

October 8 Monday: College closed (Thanksgiving Day)
October 28 Friday: Last day to drop the OA180 course

November 12 Monday: College closed (Remembrance Day)
November 19 Monday: Last day to withdraw from OA180 without academic penalty

December 7 Friday: Last day of classes for Certificate, Diploma, and University programs
December 10 – 19: Final Exams for Certificate, Diploma, and University programs
December 25 – January 1: College closed (Christmas Break)

Note: Refer to pages 8-9 of the KeyanoCollege calendar for additional academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.
Authorization
This course outline has been reviewed and approved by the Program Chairperson.

__________________________
Cristina Fuentes, Instructor

__________________________
Gina Langager, Chairperson                       Date Authorized

__________________________
Guy Harmer, Dean                                  Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office