

Business Department/Office Administration Certificate

Fall Semester, 2015

OA 180 A – Microsoft Access

2 Credits, 10 weeks, 5 hours per week

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

Monday	1:00 p.m. – 1:50 p.m.
Tuesday	5:00 p.m. – 5:50 p.m.
Wednesday	3:00 p.m. – 3:50 p.m.
Thursday	11:00 a.m. – 11:50 a.m.
Friday	12:00 p.m. – 12:50 p.m.

Hours of Instruction

Monday	11:00 a.m. – 12:50 p.m.	Computer lab S105
Wednesday	1:00 p.m. – 2:50 p.m.	Computer lab S105
Friday	1:00 p.m. – 1:50 p.m.	Computer lab S105

Required Resources

Microsoft® Access® 2013 Comprehensive, New Perspectives Series®. Joseph, Adamski; Finnegan, Katheen; Scollard, Sharon. 1st Edition. ISBN 978-1-285-09920-0

SAM (Skills Assessment Manager)

Course Outcomes

After completing this course, students will be able to:

1. Summarize basic database concepts and Microsoft Access terminology.
2. Create databases to adequately categorize and store information.
3. Use table design strategies appropriate for specific projects' requirements.
4. Apply commonly used database commands to maintain and organize electronic records.
5. Identify fields that are optimal for table relationships.

6. Define table relationships.
7. Generate queries, reports and forms to retrieve and analyze information.
8. Create Calculated fields and perform calculations using Aggregate functions.
9. Produce output specified in a set of instructions in a timely manner.

Evaluation

Attendance.....	5%
Participation.....	5%
Assignments.....	25%
Tests.....	30%
Final Exam.....	35%
Total.....	100%

A grade of C- is required for progression.

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

Grading System

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

Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Important Dates to Remember

Sept 1	Monday	Orientation Day
Sept 2	Tuesday	Fall Semester Begins
Sept 7	Monday	College Closed (Labour Day)
Sept 8	Tuesday	Last day to add courses for academic programs; Fall semester fees due
Sept 9	Wednesday	Fall late fee applied (\$100)
Sept 15	Tuesday	Last day to drop courses for academic programs (\$100 deposit is non-refundable); Last day to waive SAKC Health and Dental plan or add family
Sept 30	Wednesday	Fall Awards application deadline
Oct 9	Friday	Last day to withdraw with a 50% refund (Grade of W)
Oct 12	Monday	College Closed (Thanksgiving Day)
Nov 11	Wednesday	College Closed (Remembrance Day)
Nov 12, 13	Thursday, Friday	Reading days; no classes
Nov 25	Wednesday	Last day to withdraw with a 0% refund (Grade of W)
Dec 4	Friday	Last day of classes for academics
Dec 7-11	Monday - Friday	Final Exam period for academics
Dec 18	Friday	Final Grades submitted for fall semester
Dec 25-31	Friday - Thursday	College Closed (Christmas Break)

Cristina Fuentes, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office