

OA 180 A – Microsoft Access*2 Credits, 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	5:00 p.m. – 5:50 p.m.
Tuesday	2:00 p.m. – 2:50 p.m.
Wednesday	12:00 p.m. – 12:50 p.m.
Thursday	10:00 a.m. – 10:50 a.m.
Friday	11:00 a.m. – 11:50 a.m.

Hours of Instruction

Wednesday	1:00 p.m. – 3:50 p.m.	Computer lab S105
Friday	8:00 a.m. – 9:50 a.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**

Upon successful completion of this course, the students will be able to:

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

- Generate queries, reports and forms to retrieve and analyze information.
- Create Calculated fields and perform calculations using Aggregate functions.
- Produce output specified in a set of instructions in a timely manner.

Evaluation

Participation.....	10%
Assignments.....	20%
Tests.....	30%
Final Exam.....	40%
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

Proposed Schedule of Topics

Refer to *Weekly Schedule* for information on topic coverage.

Please note: Date and time allotted to each topic is subject to change.

Performance Requirements**Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

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.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Cristina Fuentes, Instructor

Nermin Zukic

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office