

OA 280A - Microsoft Access Expert

3 Credits, 16 weeks, 3 hours per week

Students will learn advanced database features of popular database software. These features include designing and managing forms, tables, and reports; working with multiple queries; creating and using macros switchboards. Students will gain experience in electronic records management through project-based approach instruction.

Prerequisite: OA 180 or permission of the program Chairperson

Instructor

Pam Wenaus
Office location - S111E
Phone - 780-791-8956
pam.wenaus@keyano.ca

Office Hours

Wednesday 11:00 a.m. – 12:50 p.m.
Thursday 1:00 p.m. – 2:50 p.m.
Friday 10:00 a.m. – 10:50 a.m.

Hours of Instruction

Wednesday 8:00 a.m. – 10:50 a.m.
Lab location – S207

Required Resources

1. Microsoft Access 2010 Comprehensive, Adamski and Finnegan, New Perspective Series, ISBN 978-0-538-79847-1

Other supplies:
USB device

Course Outcomes

The student will be able to:

1. Learn the guidelines for designing databases and Microsoft Access tables.
2. Demonstrate knowledge of Microsoft Access terminology.
3. Create and maintain an electronic database.
4. Design and create effective forms and reports.
5. Edit and format forms and reports.
6. Create multi-table queries.

7. Use calculated fields and calculate statistics in a query.
8. Create action queries to update, delete, and modify table records.
9. Create advanced queries such as Crosstab query, Find Duplicates query, and Find Unmatched query.
10. Create custom reports with groupings and subtotals
11. Create custom forms containing Combo boxes, Command buttons and Subforms
12. Create macros to automate repetitive tasks
13. Create and modify a custom menu bar and toolbar
14. Design switchboard and dialog boxes for graphical user interface
15. Troubleshoot software related problems
16. Follow instructions and produce required output within a given time period

Evaluation

Tutorial Assignments (4 Assignments)	44%
Quizzes (5 @ 5% each)	25%
Term Project	25%
Participation.....	6%
TOTAL	100%

A grade of C- is required for progression.

Office Administration Grading System

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

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 - 98.9
	A-	3.7	90 - 94.9
Good	B+	3.3	85 - 89.9
	B	3.0	80 - 84.9
	B-	2.7	75 - 79.9
Satisfactory Progression	C+	2.3	70 - 74.9
	C	2.0	65 - 69.9
	C-	1.7	60 - 64.9
Poor	D+	1.3	55 - 59.9
Min Pass	D	1.0	50 - 54.9
Failure	F	0.0	< 50

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating 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. Please refer to page 32 of the Credit Calendar.

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.

2. Academic Misconduct (page 32 of the Credit Calendar)

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

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

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Performance Requirements

Assignments are to be submitted to the instructor at the beginning of the class on the scheduled assignment due date. Students who miss classes are responsible for course content for that class.

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Authorization

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

Pam Wenaus, Instructor

Gina Langager, Chairperson

Date Authorized

Guy Harmer, Dean

Date Authorized

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