

OA 280 A Microsoft Access Expert

3 Credits, 16 weeks, 3 hours per week

Course Description

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.

Prerequisites: OA 180 or permission from the program Chairperson

Instructor:

September 3 - 27, 2013

Cristina Fuentes

Office location: Office S111B

Phone number: 780-791-8939

cristina.fuentes@keyano.ca

September 30 - December 18, 2013

Pam Wenaus

Office location: Office S111E

Phone number: 780-791-8956

pam.wenaus@keyano.ca

Hours of Instruction

Tuesday 11:00 a.m. – 1:50 pm

Room 283

Office hours

Cristina Fuentes

| | |
|----------------------------|-------------------------|
| Monday, Tuesday & Thursday | 7:00 a.m. – 7:50 a.m. |
| Wednesday | 11:00 a.m. – 11:50 a.m. |
| Friday | 1:00 p.m. – 2:00 p.m. |

Pam Wenaus

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|-----------|--------------------|
| Monday | 3:00-3:50 p.m. |
| Wednesday | 2:00 - 2:50 p.m. |
| Thursday | 11:00 - 11:50 a.m. |
| Friday | 12:00 - 1:50 p.m. |

Required Resources

1. Microsoft Access 2010 Comprehensive, Adamski and Finnegan, New Perspectives 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 @ 11% each)..... | 44% |
| Quizzes (5 @ 5% each) | 25% |
| Term Project..... | 25% |
| Participation | 6% |
| TOTAL | 100% |

Office Administration Grading System

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

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

Performance Requirements

Assignments – They are to be submitted to the instructor the night before class by 10pm. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days (including weekends). Assignments more than three days late will automatically receive a zero.

Quizzes/tests – These are to be taken on the date specified by the instructor. Students who miss a quiz/test due to illness are required to notify the instructor **prior to the evaluation** whenever possible and to take the quiz/test **within 48 hours** of the original date, otherwise it is mandatory to bring a doctor's note to be eligible to take it. Students who miss a quiz/test for any reason other than illness are required to notify the instructor at least 72 hours before the quiz/test to set an alternate date to take it.

Attendance Policy – It is the responsibility of each student to be prepared for all classes. Students who miss class are responsible for course content for that class and for ensuring that they are caught up and prepared for the next class.

Academic Misconduct - It is the student's responsibility to familiarize and 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 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

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 terminology 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.

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

Important Dates:

- September 2 Monday: College closed (Labour Day)
- September 3 Tuesday: Orientation Day
- September 4 Wednesday: Fall semester begins for academic programs
Tuition deposit is non-refundable as of the first day of classes
- September 9 Monday: Last day to drop courses
- September 10 Tuesday: Last day to add courses for academic programs
Fall semester fees due
- October 14 Monday: College closed (Thanksgiving Day)
- October 25 Friday: Last day to withdraw without academic penalty
- November 11 Monday: College closed (Remembrance Day)
- December 25 – January 1: College closed (Christmas Break)

Notes: *Refer to pages 8-9 of the Keyano College calendar for 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 Chair.

Cristina Fuentes, Instructor

Pam Wenaus, Instructor

Gina Langager, Chairperson

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office