OA 280 I Microsoft Access Expert

3 Credits, 16 weeks

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:

<table>
<thead>
<tr>
<th>September 3 - 27, 2013</th>
<th>September 30 - December 18, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cristina Fuentes</td>
<td>Pam Wenaus</td>
</tr>
<tr>
<td>Office location: Office S111B</td>
<td>Office location: Office S111E</td>
</tr>
<tr>
<td>Phone number: 780-791-8939</td>
<td>Phone number: 780-791-8956</td>
</tr>
<tr>
<td><a href="mailto:cristina.fuentes@keyano.ca">cristina.fuentes@keyano.ca</a></td>
<td><a href="mailto:pam.wenaus@keyano.ca">pam.wenaus@keyano.ca</a></td>
</tr>
</tbody>
</table>

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

- 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


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.
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 @ 10% each) ................................................. 40%
Quizzes (5 @ 5% each) ............................................................................... 25%
Term Project ................................................................................................... 25%
Discussion Participation ........................................................................... 10%

TOTAL ........................................................................................................ 100%
Office Administration Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>OA %</th>
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<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>
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<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>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>75 – 79</td>
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<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>
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<tr>
<td>Progression/ Minimum Pass</td>
<td>C-</td>
<td>1.7</td>
<td>60 – 64</td>
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<td></td>
<td>D+</td>
<td>1.3</td>
<td>55 – 59</td>
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<td>50 – 54</td>
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<td>F</td>
<td>0.0</td>
<td>0 – 49</td>
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</table>

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

Performance Requirements

Assignments – They are to be submitted to the instructor by the due date indicated on Moodle’s calendar. 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. In case an extension is required, the student is responsible to contact the instructor prior to the assignment due date to ask permission. In addition, a signed request for extension, including the extenuating circumstances, must be submitted at that time or as soon as possible.

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 a doctor’s note is mandatory 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 online at least two (2) or three (3) times a week and complete all assignments/discussions within the given time frame. Students can work at their own pace, however they should respect the due dates set by the instructor to accommodate both student and instructor’s workload.
**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:**

Please 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