



MS Access 1 – OFAD 182

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE:	June 2007
OUTLINE EFFECTIVE DATE:	September 2023
COURSE OUTLINE REVIEW DATE:	March 2028

GENERAL COURSE DESCRIPTION:

The Microsoft Access OFAD 182 course covers introductory database functions to create and process data in a Windows environment. The student creates and modifies useful databases using tables and forms. The student creates and modifies professional quality reports and queries for the databases.

Program Information: This course is required for the Bookkeeping Specialty in the Office Administration Program and is an elective for the Administrative Assistant Specialty.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 3 weeks.

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	45
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature**APPROVAL SIGNATURES:**

Department Head

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EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:****Prerequisites:** OFAD 155 or current typing speed of 25 gwam, OFAD 158 and OFAD 180**Corequisites:** None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

☒ Yes☐ No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 182**Date changed:** September 2007

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Shelly, Cashman, Pratt & Last, (2017) *Microsoft Office 365, Access 2016, Introductory*. Boston, MA: Cengage Learning.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- create a database using design and datasheet views;
 - query a database using the select query window;
 - maintain a database using the design and update features of Access;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
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COURSE TOPICS:

Creating a Database Using Design and Datasheet Views

- Describing databases and database management systems
- Creating a database
- Determining tables and fields
- Describing the features of the Access window
- Creating a table and adding records
- Creating and using a split form
- Creating a custom report
- Designing a database to satisfy a collection of requirements
- Using Microsoft Access Help System

Querying a Database

- Creating queries using the Simple Query Wizard
- Creating queries using Design view
- Including fields in the design grid
- Using text and numeric data in criteria
- Creating and use parameter queries
- Sorting data in queries
- Joining tables in queries
- Creating a report from a query
- Performing calculations in queries
- Calculating statistics in queries
- Creating crosstab queries

Maintaining a Database

- Adding, changing, and deleting records in a table
- Searching for records
- Filtering records
- Updating a table design
- Formatting a datasheet
- Using action queries to update records
- Specifying validation rules, default values, and formats
- Creating and using single-valued and multi-valued Lookup fields
- Specifying referential integrity
- Sorting records

See instructor's syllabus for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

EVALUATION AND ASSESSMENT	% Of Total Grade
Chapter Tests – (Module 1 – 3, 20% each)	60%
Final Exam	<u>40%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.