



## OFAD-182 – MS Access 1

### Technology

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2023-03-01

**Program Area:** Office Administration

#### 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.

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

**Delivery Methods:** Online

**Credit Type:** College of the Rockies Credits

**Credits:** 1.5

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
<b>Total</b>	<b>45</b>

### Course Requisites:

- Complete all of the following
  - Completed the following:
    - [OFAD155](#) – Keyboarding 1 (1.5)
    - [OFAD157](#) – Business Math and Calculators (1.5)
    - [OFAD158](#) – Windows, Outlook, & File Management (1)
    - [OFAD181](#) – MS Excel 1 (1.5)
  - OFAD 155 or current typing speed of 25 gwam

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

### Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

### Textbook 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.*

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## Learning Outcomes:

Upon the successful completion of this course, students will 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 Assessments

### Assessment Type: Online

Assessment Type	% of Total Grade
Chapter Tests – (Module 1 – 3, 20% each)	60%
Final Exam	40%
Total	100%

## Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

**Pass requirements:** None

**Evaluation Notes:** A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

### Evaluation Notes Comments:

*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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

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### **Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
  - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
  - Policy 2.5.8 Academic Performance
  - Policy 2.5.3 Grade Appeal
  - Policy 2.4.9 Student Concerns Re Faculty
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### **Equivalent Course(s) and Course Code Changes**

Prior Course Code: ABT 182

Date changed: September 2007

### **Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.