



## **Printer Minimum Requirements**

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

## **Description:**

This course teaches core to expert concepts and techniques in Microsoft Access 2007 through written instruction, PowerPoint demonstrations, as well as hands-on practical exercises.

**Credit/Contact Hours:** 75 hours

**Delivery Mode(s):** Internet Delivery. Blackboard Resources.

## **Objectives:**

- Track and report information with ease.
- Work directly within a datasheet to create and customize tables.
- Collect information through forms in e-mail or import data from external applications.
- Create and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making.
- Import an Outlook contact record
- Filter data, bringing clarity to business questions. Different filter options are available for text, numbers, and date data types.
- Attach multiple files — such as photos, documents, or spreadsheets — to individual records within the data store for easy reference.

## **Course Policy**

Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be e-mailed as attachments but they must be zipped.
- Redo's are encouraged. Assignments will be graded as credit or redo and students are encouraged to edit their work and resubmit it for full marks. All work will be marked and all re-submitted work (redo's) will be marked and sent back to the student.
- Examination materials will be made available on the dates and times set up between you and your instructor.
- Examination work will be submitted as an e-mail attachment that has been zipped.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Chapter tests and Final Exam.

## Grading Criteria:

Assignments are graded as credit or non-credit. Exams, quizzes, midterm and final are marked according to mark sheet that will accompany the exam. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
End of Chapter Practice Exercises	20%
Midterm, quizzes	40%
Final Exam	30%

<b>Grades will be assigned on the Letter Grading System.</b>			
<b>Administrative Technology Department</b>			
<b>Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>90 - 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 - 89</b>	
<b>A-</b>	<b>3.7</b>	<b>80 - 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>76 - 79</b>	
<b>B</b>	<b>3</b>	<b>73 - 75</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>70 - 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 - 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 - 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 - 63</b>	
<b>D+</b>	<b>1.3</b>	<b>55 - 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 - 54</b>	
<b>F</b>	<b>0</b>	<b>0 - 49</b>	<b>FAIL</b>