TEXT: New Perspectives, Microsoft Access 2003 by Adamski and Finnegan

COURSE OUTCOMES:

Upon satisfactory completion of this course the student will be able to demonstrate the following competencies:

Upon successful completion of the course the student will be able to:

1. Describe the use and classification of records in today’s businesses.

2. Analyze the necessary adjustment of filing segments for input into computer application software.

3. Design and manipulate information storage systems using current database software and its advanced functions.

4. Identify and review information management security systems.

5. Identify current trends in records management.
STUDENT RESPONSIBILITIES:

In order to achieve the objectives for this course, students will be required to accomplish the following tasks:

- Attend all class sessions.
- Complete selected tutorials and hands-on exercises.
- Be prepared to discuss the topic of discussion in class.
- Complete comprehensive assignments utilizing specified software applicable to task.

COURSE REQUIREMENTS:

Students will be required to attend class on a daily basis and are expected to complete all required tasks and tests. **Students will be evaluated on assignments and tests completed. Each assignment and test will be given a weighted point value. NO LATE WORK WILL BE ACCEPTED. ASSIGNMENTS ARE DUE AT THE BEGINNING OF THE CLASS ON THE ASSIGNED DUE DATE. STUDENTS WILL NOT RECEIVE CREDIT FOR ANY LATE WORK.**

GRADING:

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- **A** = 93 - 100%
- **A-** = 90 - 92%
- **B+** = 87 - 89%
- **B** = 83 - 86%
- **B-** = 80 - 82%
- **C+** = 77 - 79%
- **C** = 73 - 76%
- **C-** = 70 - 72%
- **D+** = 67 - 69%
- **D** = 60 - 66%
- **F** = Below 60%