

COURSE NAME: ZBUS 105 MICROSOFT ACCESS**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of Microsoft Access. Upon completion of this course students will be able to: 1) identify database files, rows, columns, multiple forms, main forms and sub forms, drop down for combo boxes, manage search boxes, and delete form labels, 2) explain import data, export files, update and edit tables, update and align multiple forms, update and print relationship reports, and sort and search records, 3) describe tables and structures, link tables to allow duplicates, align and resize form labels and controls, show and hide relationship in, and 4) explain property sheet windows, navigation bars, relationships in main and sub forms, and set and manage tab orders

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.