



- Individualized Instruction
- Written Assignments
- Discussions
- Projects

**Assessment measures:**

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions.

**Methods of Evaluation:**

Projects

Tests

Concept Checks

Both projects and tests are graded on the following basis: For each occurrence of an error, two (2) points is deducted; four (4) points are deducted for format and software errors.

Concept Checks are graded upon the percentage of correct answers.

**IV. General Outline of Topics covered**

- I. Learning Access
  - A. Creating a Database Table
  - B. Creating Relationships between Database Tables
  - C. Creating a Database Table Using Wizards
  - D. Performing Queries and Filtering Records
  - E. Creating Forms
  - F. Creating Reports, Mailing Labels, and Charts
  - G. Importing and Exporting Data
  - H. Creating Web Pages and Using Database Wizards
  
- II. Learning Excel
  - A. Preparing an Worksheet
  - B. Formatting an Worksheet
  - C. Inserting Formulas in a Worksheet
  - D. Enhancing a Worksheet
  - E. Moving Data within and between Workbooks
  - F. Maintaining Workbooks
  - G. Creating a Chart in Excel
  - H. Enhancing the Display of Workbooks