

INSTRUCTOR: TERRYL KISTLER  
 August 24 through Dec 17, 2008 -  
 TEXT: MICROSOFT ACCESS 2007 (isbn 9781418843410)  
 by Course Technology - Shelly, Cashman, Pratt

SHOWING UP  
 HOMEWORK  
 TESTING

This is a very powerful class in you professional training. You will need to keep up with the reading, examples and Chapters. You will need to devote at the minimum 3 hours of outside work per week. We will have quizzes and exams. These are to be seen as teaching tools for us to keep track of your progress. Please see me if you will be absent for a class. As you do your reading assignment activity. I suggest if you have the time do the additional assignments - Extend Your Knowledge and Make It Right at the end of the Chapters. Read all the problem, even the ones you do not do. You don't have to print out pages the book asks for, except for the Homework problems. No Internet or Lab assignments. I require the "In the Lab" Lab1, 2 or 3 but do as many of the problems as you wish. The homework problems build on each other. The web students need to send me the database when finished.

**\*\* All I want turned in is Lab at the end of each Chapter \*\***

**FIRST EIGHT WEEKS**

	TO BE DONE BEFORE CLASS (not to be handed in)	(Only this to be handed in) HOMEWORK	IN CLASS
WEEK 1 21-Aug		Page through book	Introduction Orientation
WEEK 2 28-Aug	Read 1 - 36 Chapter 1		Review Creating & Using Overhead Demo
WEEK 3 4-Sep	Read 37 to 71 Chapter 1	In the Lab More Labs for xtra credit	Review Creating & Using Overhead Demo
WEEK 4 11-Sep	Read 73 to 103 Chapter 2	Work on Homework Do other activities for extra credit	Review Query - Quiz
WEEK 5 18-Sep	Read 104 to 135 Chapter 2	In the Lab More Labs for xtra credit	Review Query Overhead Demo
WEEK 6 25-Sep	Read 137 to 169 Chapter 3	Work on Homework Do other activities for extra credit	Maintaining a Database Overhead Demo
WEEK 7 2-Oct	Read 170 to 203 Chapter 3	In the Lab More Labs for xtra credit	Maintaining a Database - Quiz
WEEK 8 9-Oct	Read 233 to 263 Chapter 4	Work on Homework Do other activities for extra credit	Creating Forms & Reports

Follow the books directions. Do not skip a page - The book is VERY specific - I will be give you another sheet for the rest of the class. The dates are as follows October 9, 16, 23, 30 - November 6, 17, 30 & December 4, 11, 18 . Hand in the homework as soon as you complete it. Please put your name, the Chapter # on the top of your homework. The box for homework is in the back of the room. There is no penalty for not handing in homework each week. This is a hard class to play catch-up so commit yourself to stay on the program with the reading assignments and you will learn a great marketable skill. I will collect & review your homework but normally it will not be returned. If you have a questions about it please ask me before you hand it in. To help you if you get stuck (or if you want to check your work) the database files will be posted to my web page. <[www.terryl.com](http://www.terryl.com)>