

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.

TRANSFERABILITY:

Athabasca University
 Bow Valley College
 Burman University
 Concordia University of Edmonton
 King's University
 MacEwan University
 Southern Alberta Institute of Technology
 University of Lethbridge

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Word	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
Excel	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
Access	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
PowerPoint	Hands-On Exercises & Assignment	10%
Final Exam	Comprehensive (All Chapters)	30%
Total		100%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100				

