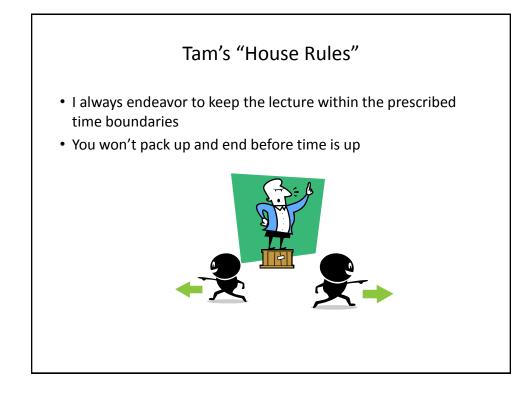
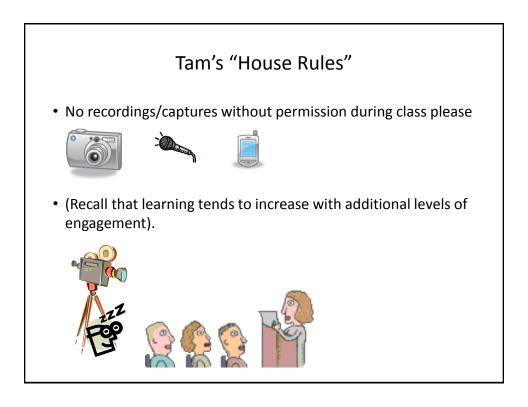
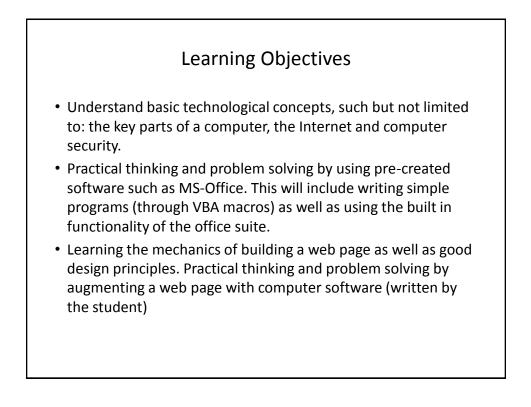


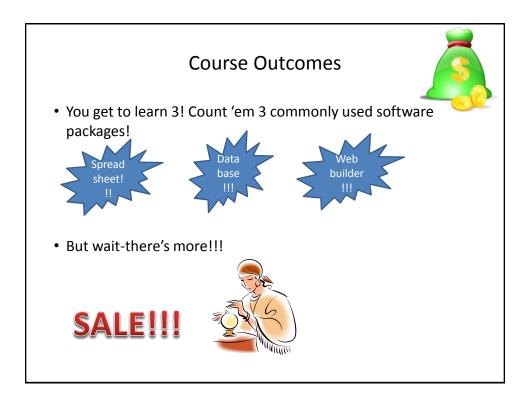
## **Tips For Success**

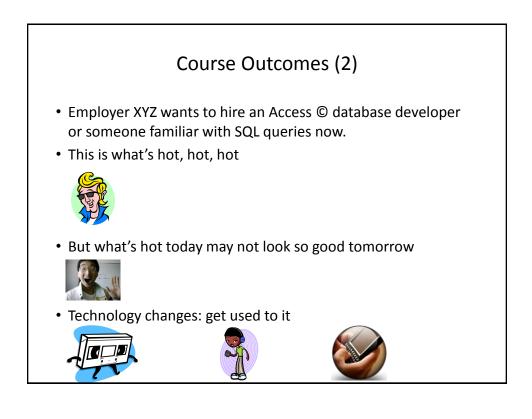
- When you're in lecture make sure you take your own notes
- If you miss a class then get a copy of someone else's notes

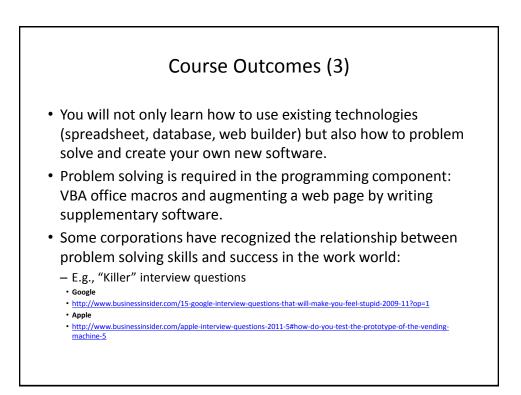


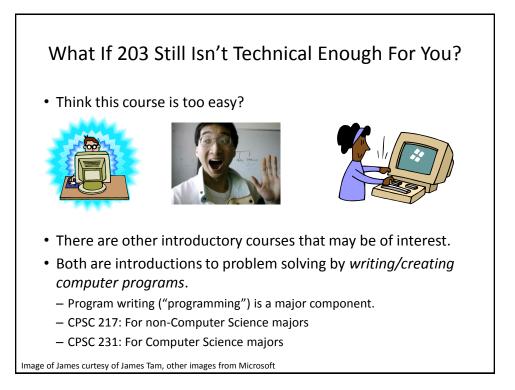














- Assignments
- Examinations
- In class bonus quiz questions

## Assignments (40% Of Term Grade)

- A1: Spreadsheet (Excel): 10% of term grade
- A2: Database (Access): 10% of term grade
- A3: Macro programming using VBA (writing a computer programming instructions to augment an existing computer program MS-Office): 10% of term grade
- A4: Web design and web programming: 10% of term grade

## Assignments: Software Version<sup>1</sup> It is your responsibility to make sure that your submission works on the machines in MS 236 and MS 237. A1 – A3: Microsoft Office 2007 (or newer) is required We use a Windows machine to mark whatever you submit (A1 – A4) using MS Office 2010 (A1 – A3, A4 is web-based)

