Southern New Hampshire University

IT 200 Access Activity Guidelines and Rubric

Creating and working with data tables is the foundation for using Microsoft Access. For this activity, you will create a MS Access table that would be appropriate for a real company. Using the company that you discussed in the Module Two discussion, create an example of one table of data that the company might have with seven relevant data fields that it might collect for that table. For example, every bank has a table that contains all customer personal information, including last name, first name, social security number, account number, street address, city, state, and ZIP code.

Specifically, the following critical elements must be addressed:

- Create a table in MS Access with a minimum of seven fields and the correct data type for each.
- Input two rows of data records into the table.
- Create a Word document that contains a description of the completed table. Be sure to include the company name and why the company would use this table, along with the table name, fields, and data types of each field.
- Submit the completed table (MS Access file) and the Word file as individual files, but in the same submission.

Guidelines for Submission: The Microsoft Access activity should follow these formatting guidelines: A Word document that is one page maximum with 12-point Times New Roman font and one-inch margins.

Critical Elements	Proficient (100%)	Needs Improvement (55%)	Not Evident (0%)	Value
Microsoft Access Table	Table with a minimum seven different data fields is correctly prepared in MS Access	Attempts to prepare a table in MS Access; however, it is not correctly prepared or does not include seven data fields	Does not submit MS Access table	25
Data Entry	Data records (examples of data) are entered in each data field using the correct data type	Data records (examples of data) are entered in data fields, but some data is absent or is not the correct data type	Does not enter data records into the table	25
MS Access Table Description	The written description of the database provides the data fields, data types, and why this information would be of relevance to the selected company	The written description of the database provides some of the data fields and data types and attempts to explain why this information would be of relevance to the selected company; however, information is missing or inaccurate	Does not provide a description	25
Database	Provides MS Access database file that clearly shows the data fields and labels	Provides MS Access database file; however, data fields and labels are not accurate	Does not provide MS Access database file	25
			Total	**100%**