

Student-1, Student-2, Student-3, Student-4

Student ID	Unique Key, ID is seven digits, no letters or special characters
Last Name	Text field, will accept up to 25 characters, including blanks
First Name	Text field, will accept up to 25 characters, including blanks
Middle Initial	Text field, will accept only one character (optional)
Date Of Birth	Date field in format of mm/dd/yyyy
Telephone	Accepts area code, exchange and number in format (nnn)nnn-nnnn
Address	Text field, will accept up to 30 characters (letters, numbers and periods ONLY)
City	Text field, will accept up to 20 characters, including blanks and periods
State	Text field, will accept two character abbreviation
Zip	Text field, will accept Zip Plus 4 in format zzzzz-pppp (NOTE: can be all zeroes)

Courses-1, Courses-2, Courses-3, Courses-4

Synonym	Unique 5 digit field
Rubric	Text of 4 characters (A- Z)
Number	Text of 4 numbers
Description	Text of up to 50 alphanumeric characters, including blanks
CreditHrs	Text (Credits-lecture-lab EX: 3-3-1, 4-3-3, 0-0-0, etc)
Pre-Req1	Text of up to 8 characters (may be blank)
Pre-Req2	Text of up to 8 characters (may be blank)
Lab Fee	Y/N (check box)
Lab Fee Amt	Amount of lab fee in currency (Required – enter 0 if no fee required) (Negative amounts are not allowed, and the maximum amount is \$99.99)

Class Rooms-1, Class Rooms-2, Class Rooms-3, Class Rooms-4

Campus	Abbreviation - 3 characters (A-Z) (see list of valid ACC Campus abbreviations)
Room	Text of 1- 8 characters (letters and numbers accepted)
Start Time	Class start time= format is hh:mm for 24 hour clock
Stop Time	Class stop time - format is hh:mm for 24 hour clock
Capacity	Numeric from 1 to 150
Type	L = lecture, C = Computer, A = Automotive, N = Nursing, W = Welding, E = Electronics

Professors-1, Professors-2, Professors-3, Professors-4

ID	Unique Key, ID is seven digits, no letters or special characters
Department	Text of 4 characters (A-Z)
Last Name	Text field, will accept up to 25 characters, including blanks
First Name	Text field, will accept up to 25 characters, including blanks
Middle Initial	Text field, will accept only one character (optional)
Title	Text field will accept up to 20 characters, including blanks
Telephone	Accepts area code, exchange and number in format (nnn)nnn-nnnn

Library-1, Library-2, Library-3, Library-4

ISBN-13	Unique numeric digits (13 digits)
Title	Text, up to 60 characters, including blanks
Copyright	Year (4 digits)
Publisher	Text, up to 60 characters, including blanks
AuthorLast	Last name of author, up to 20 characters, including blanks
AuthorFirst	First name of author, up to 20 characters, including blanks
AuthorMI	Middle initial of author (optional)

Campus-1, Campus-2, Campus-3, Campus-4

Campus	Unique Key - Abbreviation - 3 characters (see list of valid ACC Campus abbreviations)
Name	Text up to 30 characters, including blanks
Address	Text field, will accept up to 30 characters
City	Text field, will accept up to 20 characters, including blanks and periods
State	Text field, will accept two character abbreviation
Zip	Text field, will accept Zip Plus 4 in format zzzzz-pppp (NOTE: can be all zeroes)
Manager	Campus Manager phone (nnn)nnn-nnnn
Parking	Number of parking spaces (integer) (1 or more)
Weekend	Weekend College (Y/N)

Continuing Educ-1, Continuing Educ-2, Continuing Educ-3, Continuing Educ-4

Synonym	Unique 5 digit field
Rubric	Text of 4 characters (letters only)
Number	Text of 4 digits
Description	Text of up to 50 alphanumeric characters, including blanks
Hours	Number of hours per week (rounded to the nearest tenth)
Tuition	Currency dollars (from \$0 up to and including \$3000) (nearest dollar)