

CLASS NUMBER AND NAME:	CM168A—BEGINNING ACCESS
TOTAL HOURS/UNITS:	25 HOURS/1.0 UNIT
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	Juarez, J. and Carter, J. <i>Microsoft Office Access 2010: A Lesson Approach, Complete</i> . New York: McGraw-Hill. SimNet software, McGraw Hill Publishing, New York, NY USB drive for saving and backing up work
CLASS DESCRIPTION:	This class provides a hands-on introduction to the use and basic design of a relational database. Topics will include queries, forms, and report as well as design and management.
CLASS OBJECTIVES:	The object of this class is to teach the basic structure and function of a database using Microsoft Access and to establish a foundation in database design, which will enable students to pursue entry-level employment in the Administrative, DBMS and MIS fields.
CLASS FORMAT OVERVIEW:	Students should do all of their reading at home to prepare for the following day's activities. Time outside of regular class time on a computer may be needed to complete all of the assignments on time. See your instructor for the schedule of lab times.
METHODS OF INSTRUCTION:	This class uses the laboratory method of instruction. The instructor is available for any questions as the students work their way through the exercises, and the assignments must be completed on time as indicated in the schedule. This means that some students may need to work outside of the laboratory time to finish the assignments.
TESTING:	There will be exams at the end of each lesson, a final project, and a final exam.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
CHEATING:	“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

GRADING POLICIES:

The final grade will be based on the following percentages:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

The final grade will be determined by the following percentages:

Assignments	75 %
Final Exam and Projects	25%

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will have:

1. Read about the skills required for the design and maintenance of a database including adding, deleting, and editing records.
2. Created tables and relationships between tables.
3. Explored several of the primary functions of queries to reorganize data and to view specific lists of information.
4. Developed forms to simplify data entry and to design and manage database objects.
5. Produced simple reports using the Report Wizard.
6. Demonstrated attainment of these learning outcomes by earning passing scores on the assignments and test and earning a minimum passing grade of D for the class.

ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

Data file location: go to www.mhhe.com/lessonapproach2010 for the Access 2010 data files. Click on the Student Edition and on the next screen, choose Access from the **choose one** drop-down list. Select Lesson data files for the files (near the bottom of the list) that you will need for your Chapter assignments. This class covers Lessons 1 to 8. Click on each lesson and click on Save. Make sure that you select your portable drive (D if you are using a Wyse computer). Extract your zipped files before opening them.

SAVING EXERCISES TO YOUR PORTABLE DRIVE:

Complete each step contained in each Lesson and save each assignment to your thumb drive (portable drive) with your initials followed by the file name given in the text. Example: ch 1-20.

1. Click on **Office Button** on the top left corner of screen
2. Click on **Save As**
3. Click on **My Computer** in the **Look In** panel on the left.
4. In the right panel, Click on your Flash Drive (it will be **D:** if you are at Empire on a Wyse system). If you are in Room 100, it will be E.
5. Type the appropriate name for the lesson in the field called **File Name**
6. Click **Save**

OPENING A FILE FROM YOUR PORTABLE DRIVE (flash drive): You can do either A or B below.

A. Open directly from Portable Drive

- a. Put Flash Drive (portable drive) in the computer
- b. When dialogue box opens, notice the Letter of the drive. (It should be **D:** drive if you are using a computer at Empire. It will be E if you are in Room 100). It may be a different letter drive if you are using a computer at home.
- c. Scroll down until you see “**Open Folder to View Files**” and click on the folder icon.
- d. (Notice the Letter of the Drive on the dialogue box.) Browse to find the file you want to open and **Click** on that file.

OR (Click **Start** button on task bar, **Click** on **My Computer** on right panel, **Click** on **D:** Drive (or E Drive in Room 100), **Click** on name of document you want to open.

B. Open a file from a Microsoft Office Program

- a. At Empire, **Click** on the icon of the Microsoft Office Program on the Desktop(i.e. Access, Word)
- b. Click the **Office Button** on the top left corner
- c. Click **Open**
- d. In the **Open** dialogue box, click **My Computer** in the **Look In** panel
- e. In the right panel, **Click** on your Flash Drive (it will be **D:** if you are at Empire)
- f. Browse to locate your file and Click.

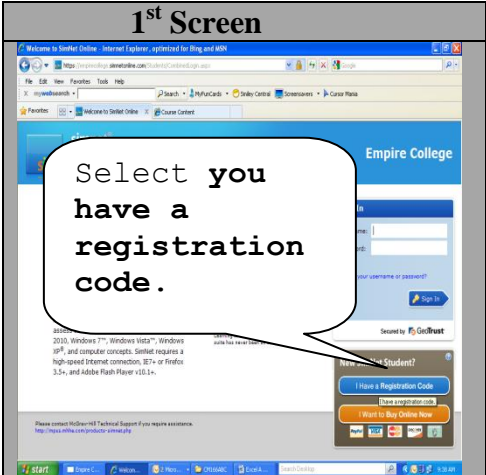
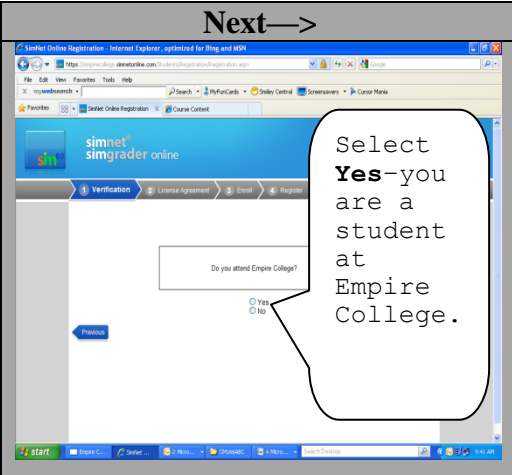
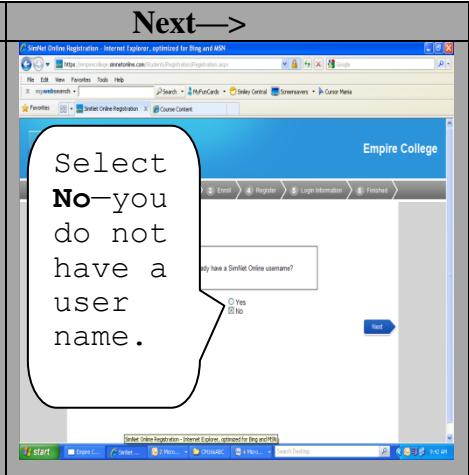
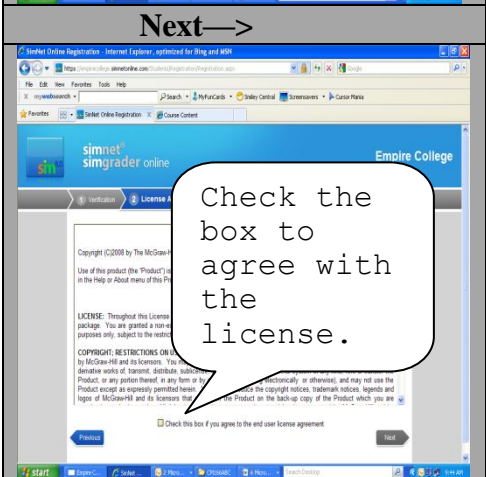
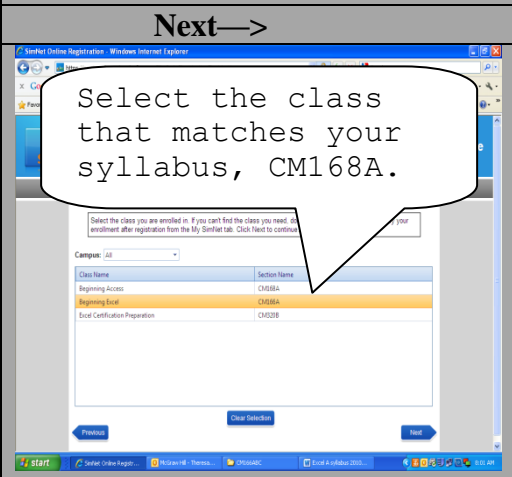
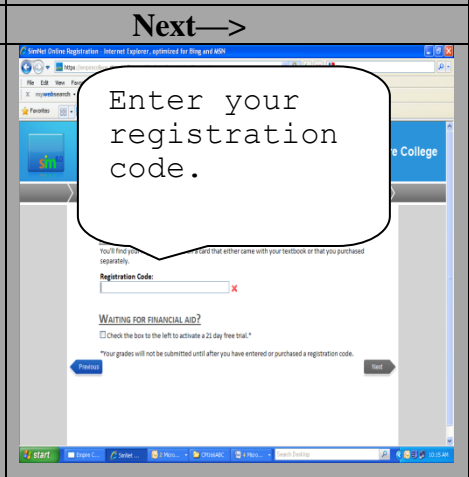
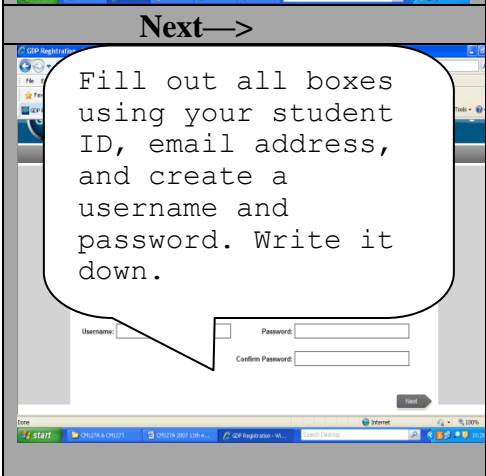
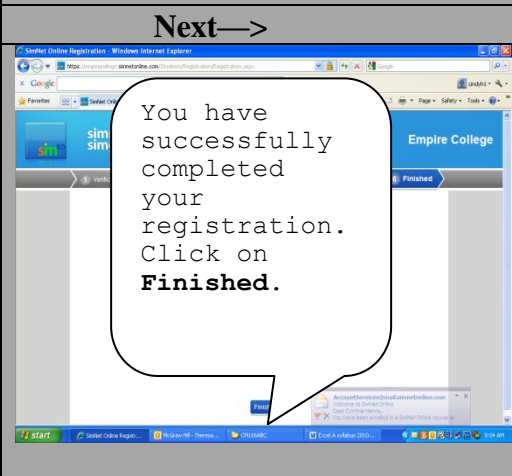
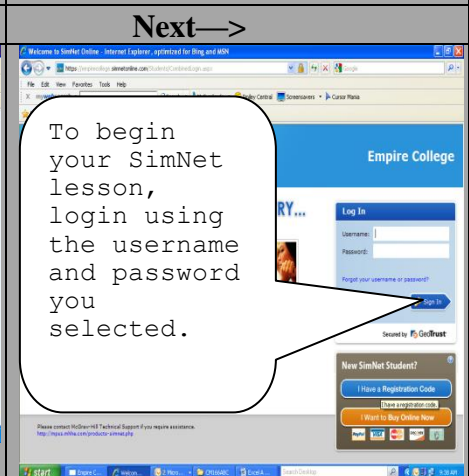
SUBMISSION PROCEDURES

- Save all of your assignments with your initials followed by the exercise number to your drive. Attach them to an email by lesson for submission to the CM168A@empirecollege.com as instructed in the lesson assignments. **Your subject line must include your name and the assignment number.**

SIMNET INSTRUCTIONS

CM168A—Beginning Access

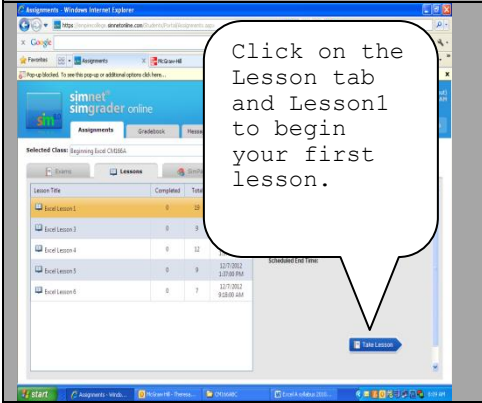
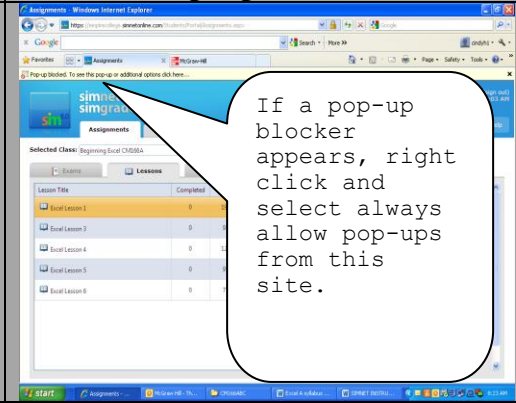
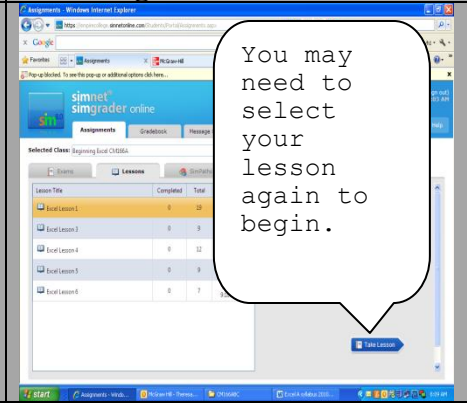
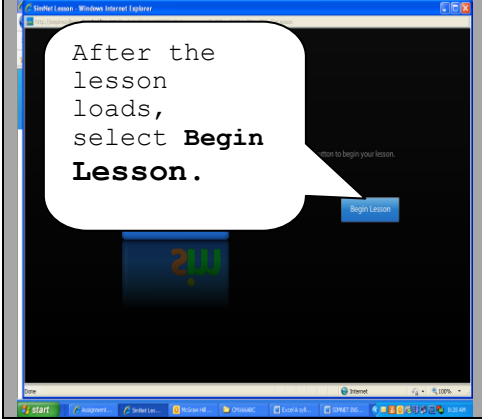
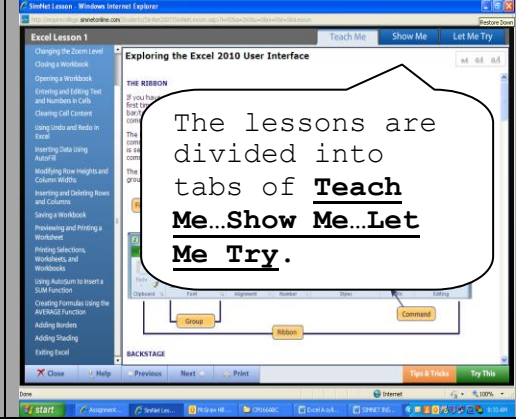
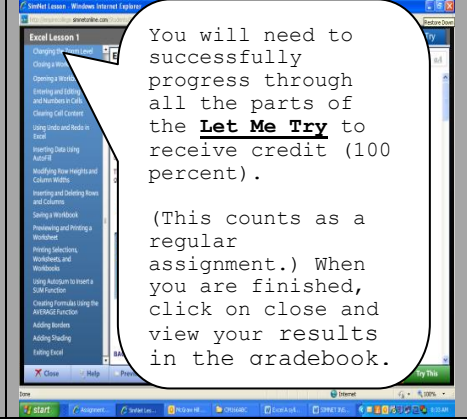
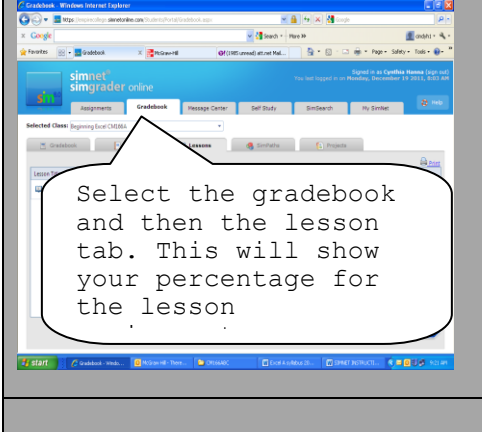
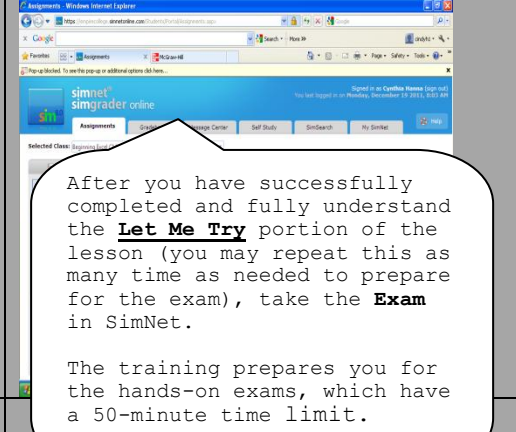
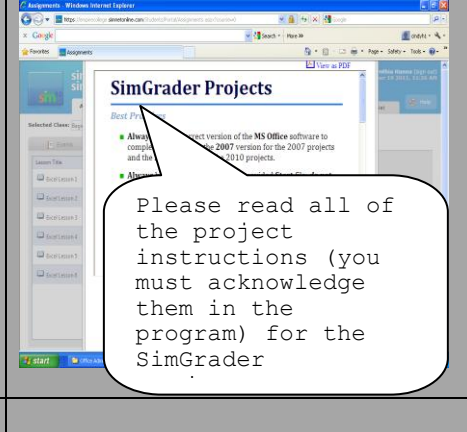
After you completed your lesson in the book, open Internet Explorer and go to **empirecollege.simnetonline.com**. As a new student, choose I have a registration code on the first screen and follow the screens below:

<p>1st Screen</p>  <p>Select you have a registration code.</p>	<p>Next—></p>  <p>Select Yes-you are a student at Empire College.</p>	<p>Next—></p>  <p>Select No-you do not have a user name.</p>
<p>Next—></p>  <p>Check the box to agree with the license.</p>	<p>Next—></p>  <p>Select the class that matches your syllabus, CM168A.</p>	<p>Next—></p>  <p>Enter your registration code.</p>
<p>Next—></p>  <p>Fill out all boxes using your student ID, email address, and create a username and password. Write it down.</p>	<p>Next—></p>  <p>You have successfully completed your registration. Click on Finished.</p>	<p>Next—></p>  <p>To begin your SimNet lesson, login using the username and password you selected.</p>

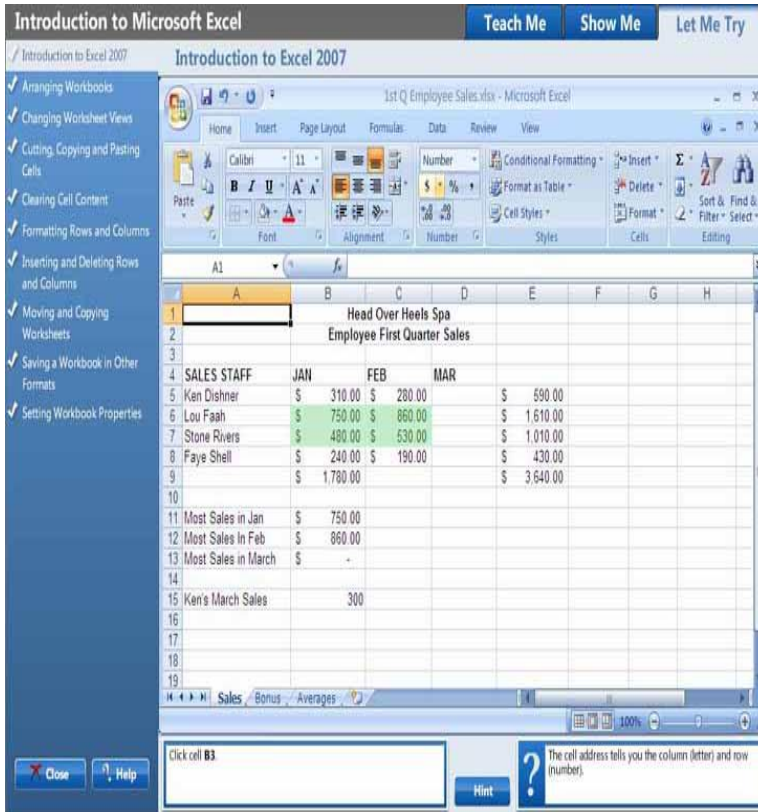
SIMNET INSTRUCTIONS

Teach Me...Show Me...Let Me Try
Lessons—Exams—Projects

For online help: <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<h3>1st Screen—Lesson Screen</h3>  <p>Click on the Lesson tab and Lesson1 to begin your first lesson.</p>	<h3>Pop-Up Blocker</h3>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<h3>Begin Lesson</h3>  <p>You may need to select your lesson again to begin.</p>
<h3>Beginning Lesson</h3>  <p>After the lesson loads, select Begin Lesson.</p>	<h3>Teach Me..Show Me..Let Me Try</h3>  <p>The lessons are divided into tabs of Teach Me..Show Me..Let Me Try.</p>	<h3>Let Me Try</h3>  <p>You will need to successfully progress through all the parts of the Let Me Try to receive credit (100 percent). (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<h3>Gradebook</h3>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson</p>	<h3>Exams</h3>  <p>After you have successfully completed and fully understand the Let Me Try portion of the lesson (you may repeat this as many time as needed to prepare for the exam), take the Exam in SimNet. The training prepares you for the hands-on exams, which have a 50-minute time limit.</p>	<h3>Projects</h3>  <p>Please read all of the project instructions (you must acknowledge them in the program) for the SimGrader</p>

Completing the Let Me Try Portion of a Lesson

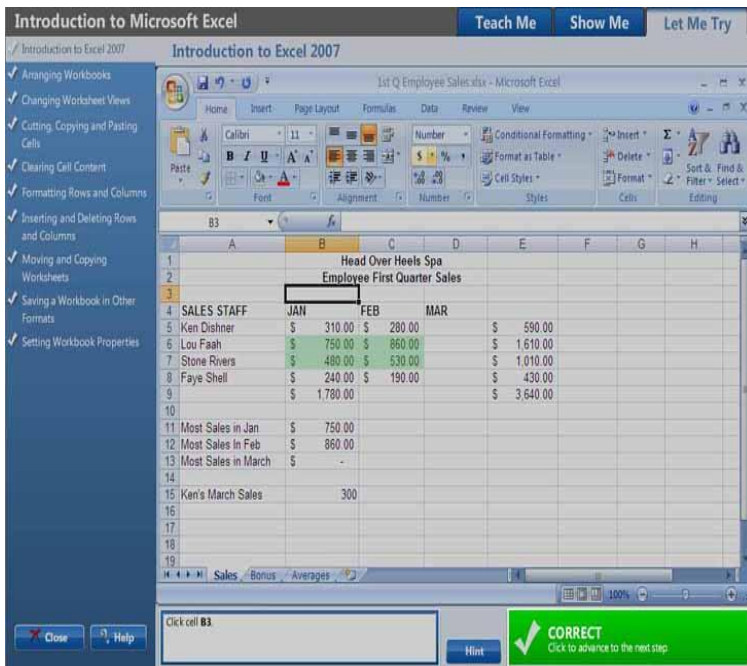


In order for an assigned task to be marked as complete in your instructor's reports, you must complete all the steps in the Let Me Try portion of the task

The Teach Me and Show Me portions of the lesson are optional.

To complete the **Let Me Try** portion of a task:

1. Click a task in the lesson navigation menu on the left of the screen.
2. Click the **Let Me Try** tab.
3. Answer the question in the box on the bottom of your screen by completing the appropriate action in the simulated interface.



- a. If you need help, click the **Hint** button.
4. The program will tell you if your response was correct or incorrect.
 - a. If you answer correctly, click the box to the right of the question with a **Correct** checkmark that says **Click here to advance to the next step.**
 5. Continue answering the question for each step
 6. When you have completed the last step of the **Let Me Try**, click the green checkmark that says **You've completed this task** to close the

exercise and return to the **Teach Me** tab.

7. A checkmark appears next to the task to show it has been completed. You should have a score of 100 percent in the gradebook.

To view a video on this topic go to

<https://empirecollege.simnetonline.com/Help/StudentPortal/Instructions.aspx?fileid=130>

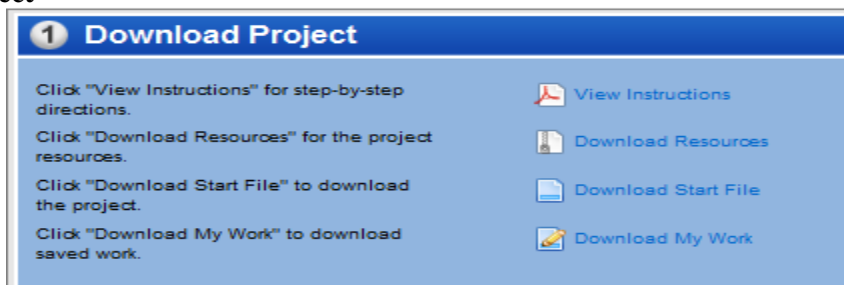
SimGrader Project Instructions

Best Practices

- **Always** use the correct version of the **MS Office** software to complete the projects; the **2007** version for the 2007 projects and the **2010** version for the 2010 projects.
- **Always** begin the project with the provided **Start** file; **do not** start the project in a new file that you create yourself.
- **Always** follow the project instructions in **sequential** order and **exactly** as written.
- **Always** use a **single space** after punctuation at the end of a sentence; **do not** use two spaces after punctuation at the end of a sentence.
- **Always** check your document for extra spaces or blank lines and delete them. (There should be no spaces after punctuation when the sentence is the last sentence in a paragraph.)
- **Do not** copy and paste any part of the project unless specified in the instructions.

Steps to completing a project in SimGrader

Step 1: Download Project



Download Instructions

Click the **Download Instructions** button to download the project instructions.

Download Resources

Click the **Download Resources** button, if visible, to download any extra files that are necessary to complete the project. (If the link does not appear, it means that the project does not require any extra files.)

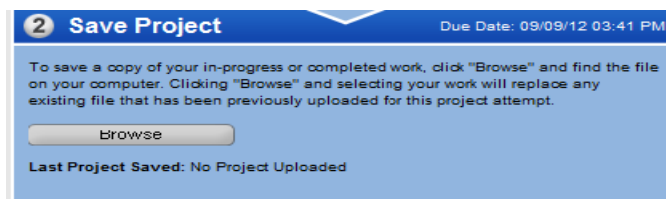
Download Start File

Click the **Download Start File** button to download the start file that you will use to complete the exercise. **ONLY** use the provided start file to complete your work.

Download My Work

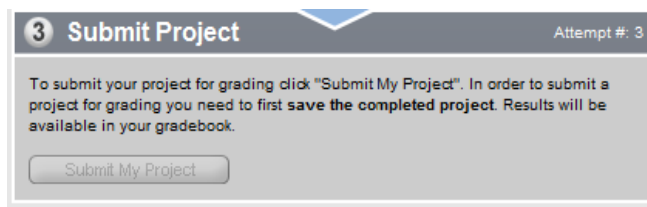
Click the **Download My Work** button to retrieve your saved work from SimGrader.

Step 2: Save Project



Click the **Browse** button to upload and save your project file to the SimGrader system. This *does not* submit the file for grading.

Step 3: Submit Project



Click the **Submit My Project** button to submit your finished project for grading. Your results will be displayed under the **Gradebook** tab, in the **Projects** tab. Click the project name, and then click the **View Projects Results Details** arrow at the bottom of the window. The **Project Results** window will open and display the project results **feedback**. Click the arrow next to the Item number to view the detailed results feedback.

Week 1

LESSON 1 — Getting Started with a Database

Complete Lesson 1—Exercises 1-1 through 1-29 on Pages AC-1 to AC-40

Read, follow the instructions, create, and save the database as instructed in the textbook. When you get to page AC-19, Exercise **1-15**, save as [*your initials*] **01-15** as instructed in the text. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, **email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.**

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 1 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 1 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

LESSON 2 — Viewing and Modifying Records

Complete Lesson 2—Exercises 2-1 through 2-19 on Pages AC-36 to AC-56.

Save—the entire database—at the end of Exercise **02-19** with the name designated in the book, [*your initials*] 02-19. Continue working through the exercises and save at **02-19**. Remember to save each exercise with your initials followed by the file name as stated in the book. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, **email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.**
exercise, 02-19.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 2 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 2 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

Week 2

LESSON 3 — Finding, Filtering, Sorting and Summarizing Data

Complete Lesson 3—Exercises 3-1 through 3-17 on Pages AC-70 to AC- 88.

As you complete the assignments, save each of the exercises, **03-16** as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. **You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.**
03-16.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 3 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 3 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

LESSON 4 — Creating a Database Using a Template

Complete Lesson 4—Exercises 4-1 through 4-25 on Pages AC-102 to AC-124.

As you complete the assignments, save the exercise, **[your initials] EcoMed-04**, as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. **You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.**
[your initials] EcoMed-04 as completed on page AC 124.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 4 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 4 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

Week 3

LESSON 5 — Managing Data Integrity

Complete Lesson 5—Exercises 5-1 through 5-22 on Pages AC-146 to AC- 167.

As you complete the assignments, save the exercises, [your initials] EcoMed-05, as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. **You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.** [your initials] EcoMed-05 at the end of the lesson.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 5 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 5 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

LESSON 6 — Designing Queries

Complete Lesson 6—Exercises 6-1 through 6-21 on Pages AC-182 to AC- 209.

As you complete the assignments, save the exercises, , as stated in the text with your initials followed by the file name [your initials]-EcoMed-06 at the end of the lesson. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. **You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.** [your initials] EcoMed-06.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 6 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 6 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

Week 4

LESSON 7 — Adding and Modifying Forms

Complete Lesson 7—Exercises 7-1 through 7-20 on Pages AC-224 to AC- 248.

As you complete the assignments, save the exercises, , as stated in the text with your initials followed by the file name [your initials]-EcoMed-07 at the end of the lesson. Ignore all printing references in the text as you will be attaching your files to an email for submission.

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.
[your initials] EcoMed-07.

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 7 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 7 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

LESSON 8— Adding and Modifying Reports

Complete Lesson 8—Exercises 8-1 through 8-19 on Pages AC-264 to AC- 289.

As you complete the assignments, save the exercises, , as stated in the text as you will be attaching your files to an email for submission.

To submit your assignments, email the grader (using the email you check on a regular basis) at cm168a@empirecollege.com and attach the completed database at the end of the Lesson. You must include your first and last name and assignment number in the Subject Line. You must include your instructor's name, room number, and class period in the body of the email.
[your initials] EcoMed-08

SimNet Assignments

- Log into empirecollege.simnetonline.com for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Access Lesson 8 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 8 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

Week 5

Final Projects and Final Exam

Complete the Unit 1 and Unit 2 SimNet Projects online. The SimNet Grader project instructions are included in this syllabus.

Complete the Final Exam in SimNet.

Email the grader at cm168a@empirecollege.com when you have completed all of your assignments, final projects, and exam. Include your first and last name in the subject line and your instructor's name, room number, and class period in the body of the email.

CM168A Evening Schedule

6-Week	3-Week	Lesson	Assignments	
Week 1	Week 1	Lesson 1	[your initials] 01-15 Let Me Try Training and Exam in SimNet	
		Lesson 2	[your initials] 02-19 Let Me Try Training and Exam in SimNet	
Week 2	Week 2	Lesson 3	[your initials] 03-16 Let Me Try Training and Exam in SimNet	
		Lesson 4	[your initials] EcoMed-04 Let Me Try Training and Exam in SimNet	
Week 3	Week 2	Lesson 5	[your initials] EcoMed-05 Let Me Try Training and Exam in SimNet	
		Lesson 6	[your initials] EcoMed-06 Let Me Try Training and Exam in SimNet	
Week 4	Week 2	Lesson 3	[your initials] EcoMed-07 Let Me Try Training and Exam in SimNet	
		Lesson 4	[your initials] EcoMed-08 Let Me Try Training and Exam in SimNet	
Week 5	Week 3	Final Project	Final Projects in SimNet	
Week 6		Final Exam	Final Exam in SimNet	