

CLASS NUMBER AND NAME:	CM310B—ADVANCED OFFICE ACCESS AND POWERPOINT
TOTAL CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion CM310A—Advanced Office: Word/Excel
TEXT AND MATERIALS:	<i>Microsoft Office 2010 Volume 1 Exploring Series</i> , Grauer, Pearson Education, Inc., 2011. USB Drive and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with advanced Microsoft Access and PowerPoint along with the rationale for applying them to different situations. Topics include creating reports and forms; creating and testing macros to use in a switchboard system; adding PivotTables and PivotCharts to a database; using SQL (Structured Query Language) to update a database; creating a presentation with custom backgrounds and information graphics.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the students with database concepts and presentation functions including sharing data among programs.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating databases and presentations using Microsoft Access and PowerPoint.
METHOD OF INSTRUCTION:	Students are required to complete and turn in all assignments for grading. Each assignment includes more than one exercise and/or set of problems. Each assignment <u>must</u> contain all of the exercises and problems listed for credit to be received. Any incomplete assignments will be returned to the student to be completed. Students are also required to complete the final project/exam.
ATTENDANCE:	Although this class is in a lab setting, attendance is required.

LATE WORK OR TESTING:

There may 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 be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

TESTING:

There will be a final project/exam at the end of this class. The project/exam will evaluate the student’s ability to apply his or her proficiency in Access and PowerPoint.

FINAL GRADE:

Final grades are calculated for the work completed at the end of the module. Incompletes will be given on an individual basis according to the requirements listed on the Incomplete form. If you do not complete the class during the scheduled module, you may submit an Incomplete form for consideration. If granted, you will have one additional mod to complete the work; otherwise, you will need to restart the class again at the beginning of the syllabus. Incomplete classes will need to be completed on your own time and finished by the end of the extended mod.

The final grade will be the result of all work submitted (75 percent) and the final project/exam (25 percent).

- 90 – 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 50 - 0% = F

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the advanced fundamentals of Microsoft Access, which will include tables, reports, and queries.
2. Create advanced slide show presentations using the PowerPoint features.
3. Utilize object linking and embedding.

Microsoft Advanced Access and PowerPoint 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your USB drive called MyITLab_advanced

Open the Internet Explorer and enter the URL address: www.pearsonhighered.com/exploring

Choose Exploring Microsoft Office 2010, Volume 1

Student Data Files

Save

Navigate to your folder you created on your USB drive

Save

Open the folder on your USB drive.

Open the folder with a zipper to unzip the files.

Do not delete your assignments until you have completed your classes at Empire College. Some of the files will be used for other computer courses and some of the files will be used for your portfolio at the end of your program.

Welcome to MyItLab!

MyItLab is a dynamic, interactive eLearning program. Your instructor has requested that you have access to this online program.

To access your MyItLab online course for the first time, you will need to register and log in. Whenever you want to use MyItLab after that, you just need to log in. You can do both from the same starting point, at www.MyITLab.com.

TO REGISTER FOR MYITLAB

To register, you will need a student access code and a course ID (provided by your instructor). If you purchased a new textbook, it should have come with a Student Access kit that contains a code you can use to register.

Course ID: CRSABV4-450664

Course Name: CM310B Advanced Access/PowerPoint 2010

1. Start Internet Explorer and go to www.MyITLab.com. Click the Student button, under Register.
2. Select “Yes, I have an access code.”
3. Agree to the License Agreement and terms by clicking I Accept.
4. On the Access Information page, you will be asked if you have a Pearson Education account. If Yes, enter the existing login name and password.
5. If you do not have an account, click the **No** option, and enter your desired login name and password.
Re-type your password.

For your login name, please use your first and last name all lowercase no spaces and your student ID for your password.

Login name: _____

Password: _____

6. Enter your Access Code from the MyITLab Student Access Kit.
7. On the Account Information page, enter your first and last name and email.
8. In the School Location section, select your country and enter your school’s ZIP or postal code.
Select your school from the list.
9. Select a Security Question and enter the answer. Click Next.
10. A Confirmation and Summary page displays, indicating your registration is successful! This information will also be emailed to you.
11. Click Log in Now to log into MyITLab.

12. On the My Courses page, click Enroll in a Course and type the Course ID provided to you by your instructor—it will be: **CRSABV4-450664**
13. On the Confirm Course page verify the course and instructor are correct. Click submit and then Enter Course Now.

TO LOG INTO MYITLAB

1. Go www.MyITLab.com
2. Enter the personal user name and password you just created and click Log In. Click the Course Name to enter your course.

NEED MORE HELP?

Additional help can be found on www.MyITLab.com on the Support Tab under Student Support.

One-Step Installer and Launch Tool for Home Use

Use this link if you working on your home computer:

http://www.myitlab.com/Home_Computer_Set-Up

WEEK 1—ASSIGNMENT 1—Access Chapter 1

Complete **Access Chapter 1** pages 531-567 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Databases are Everywhere!** pages 543-548.
- Hands on Exercise 2, **Filters, Sorts, and Access Versus Excel**, pages 555-559.
- Hands on Exercise 3, **Relational Database**, pages 563-567.

Complete Access Chapter 1 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete Access Chapter 1 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 1—ASSIGNMENT 2—Access Chapter 2

Complete **Access Chapter 2** pages 579-633 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Table Design, Properties, Views, and Wizards** pages 590-595.
- Hands on Exercise 2, **Multiple Table Databases**, pages 605-612.
- Hands on Exercise 3, **Single-Table Queries**, pages 622-624.
- Hands on Exercise 4, **Multi-Table Queries**, pages 630-633.

Complete Access Chapter 2 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete Access Chapter 2 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

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- Submit electronically: **Graded Assessment Assignment**

WEEK 2—ASSIGNMENT 3—Access Chapter 3

Complete **Access Chapter 3** pages 649-691 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Calculations, Expressions, and Functions**, pages 654-659.
- Hands on Exercise 2, **Expression Builder, Functions, and Date Arithmetic**, pages 667-674.
- Hands on Exercise 3, **Aggregate Functions**, pages 679-682.

Complete Access Chapter 3 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete Access Chapter 3 graded assignments. Instructions for using the grader are listed at the link below.

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- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 2—ASSIGNMENT 4—Access Chapter 4

Complete **Access Chapter 4** pages 693-747 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Form Basics**, pages 702-708.
- Hands on Exercise 2, **Form Sections, Views, and Controls**, pages 715-720.
- Hands on Exercise 3, **Report Basics**, pages 731-736
- Hands on Exercise 4, **Report Sections, Views, and Controls**, pages 743-747.

Complete Access Chapter 4 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1
- Hands on Exercise 2
- Hands on Exercise 3
- Hands on Exercise 4

Complete Access Chapter 4 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 3—ASSIGNMENT 5—PowerPoint Chapter 1

Complete **PowerPoint Chapter 1** pages 759-797 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Introduction to PowerPoint**, pages 766-768.
- Hands on Exercise 2, **Presentation Creation**, pages 775-779.
- Hands on Exercise 3, **Presentation Development**, pages 786-790.
- Hands on Exercise 4, **Navigation and Printing**, pages 796-797.

Complete PowerPoint Chapter 1 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1
- Hands on Exercise 2
- Hands on Exercise 3
- Hands on Exercise 4

Complete PowerPoint Chapter 1 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 3—ASSIGNMENT 6—PowerPoint Chapter 2

Complete **PowerPoint Chapter 2** pages 809-837 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Templates**, pages 813-816.
- Hands on Exercise 2, **Outlines**, pages 821-824.
- Hands on Exercise 3, **Data Imports**, pages 827-829.
- Hands on Exercise 4, **Design**, pages 835-837.

Complete PowerPoint Chapter 2 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete PowerPoint Chapter 2 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 7—PowerPoint Chapter 3

Complete **PowerPoint Chapter 3** pages 851-902 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Shapes**, pages 865-872.
- Hands on Exercise 2, **SmartArt and WordArt**, pages 883-886.
- Hands on Exercise 3, **Object Manipulation**, pages 897-902.

Complete PowerPoint Chapter 3 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete **PowerPoint Chapter 3** graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 8—PowerPoint Chapter 4

Complete PowerPoint Chapter 4 pages 919-966 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 12 of the syllabus.

- Hands on Exercise 1, **Pictures**, pages 936-942.
- Hands on Exercise 2, **Video**, pages 950-952.
- Hands on Exercise 3, **Audio**, pages 957-960.
- Hands on Exercise 4, **Photo Albums**, pages 963-966.

Complete PowerPoint Chapter 4 exercises using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete PowerPoint Chapter 4 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 5—ASSIGNMENT 9—FINAL EXAM

Complete the following assignments for your final using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Access Chapter 1**
- Access Chapter 2**
- Access Chapter 3**
- Access Chapter 4**
- PowerPoint Chapter 1**
- PowerPoint Chapter 2**
- PowerPoint Chapter 3**
- PowerPoint Chapter 4**

Please email the grader at CM310B@empirecollege.com when you have completed all of your assignments, final projects, and exams.

Submitting Documents for Grading by Email

Email address:	CM310B@empirecollege.com
Attach:	Attach all documents for each assignment number to an email sent to CM310B@empirecollege.com. •
Subject Line:	The email subject line should include <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting Example: Jane Doe-Chapter 1-Assignment 1
Body of Email:	The body of the email must list all documents attached for grading. There should be one email per chapter with all of the documents attached as listed in the syllabus.

CM310B Advanced Access/PowerPoint

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1 and 2 Access 1 and 2
Week 2		Assignment 3 and 4 Access 3 and 4
Week 3	Week 2	Assignment 5 and 6 PowerPoint 1 and 2
Week 4		Assignment 7 and 8 PowerPoint 3 and 4
Week 5	Week 3	Assignment 9 Final
Week 6		Assignment 9 Final