

CLASS NUMBER AND NAME:	CM310D—POST-ADVANCED OFFICE: ACCESS AND POWERPOINT
TOTAL CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM310B—Advanced Office: Access and PowerPoint
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 post-advanced features in Microsoft Access and PowerPoint along with the rationale for applying them to different situations. This class is designed to prepare the student for the MCAS certification preparation classes. Students will gain experience creating and working with a variety of Access and PowerPoint features: advanced reports; advanced and multipage forms; administering a database system; revising a PowerPoint presentation; and importing files from Microsoft Office Online.
CLASS OBJECTIVE:	The objectives are to familiarize the students with database concepts, provide a working knowledge of presentation functions, and share data among programs. Guidelines are based on MCAS certification objectives.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating databases and presentations using Access and PowerPoint.
METHOD OF INSTRUCTION:	Students are required to complete and submit all assignments for grading. Each assignment may include 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 required to take the final exam/project.
ATTENDANCE:	This course is a lab class and attendance is required.
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 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 at the end of this class. The project will evaluate the student’s ability to apply his or her proficiency in Access and PowerPoint.

FINAL GRADE:

The grade for this class will be based upon the graded assignments including end of chapter questions, lessons, and final.

You will receive a grade 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 assignments (75 percent) and the final (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 more advanced fundamentals of Microsoft Access, which will include tables, reports, and queries.
2. Create more advanced slide show presentations using the PowerPoint program.
3. Utilize object linking and embedding.

Microsoft Post-Advanced Access and PowerPoint 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your flash drive called MyITLab_postadvanced

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 flash drive

Save

Open the folder on your flash 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: CRSABCT-837703

Course Name: CM310D Post-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: **CRSABCT-837703**
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—ACCESS—Chapter 5

Complete **Access Chapter 5** in the textbook on pages 535-576 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Data Mining with PivotTables**, pages 544-550.
- Hands on Exercise 2, **Charts Convey Information**, pages 562-567.
- Hands on Exercise 3, **Calculations in PivotTables**, pages 572-576.

Complete Access Chapter 5 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 5 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—ACCESS—Chapter 6

Complete **Access Chapter 6** in the textbook on pages 589-630 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Data Validation in Tables**, pages 601-606.
- Hands on Exercise 2, **Data Validation in Forms and Data Macros**, pages 606-622.
- Hands on Exercise 3, **Data Validation with Queries and Reports**, pages 627-630.

Complete Access Chapter 6 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 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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WEEK 2—ACCESS—Chapter 7

Complete **Access Chapter 7** in the textbook on pages 643-682 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Action Queries**, pages 655-660.
- Hands on Exercise 2, **Queries for Special Conditions**, pages 677-682.

Complete Access Chapter 7 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**

Complete Access Chapter 7 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 2—ACCESS—Chapter 8

Complete **Access Chapter 8** in the textbook on pages 695-751 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Connecting Access to External Files**, pages 704-710.
- Hands on Exercise 2, **Exporting Data to Office Applications**, pages 726-732.
- Hands on Exercise 3, **Importing Data into Access**, pages 745-751.

Complete Access Chapter 8 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 8 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 3—ACCESS—Chapter 9

Complete **Access Chapter 9** in the textbook on pages 763-800 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Normalizing Database Tables**, pages 769-772.
- Hands on Exercise 2, **Using the Built-In analysis and Design Tools**, pages 784-788.
- Hands on Exercise 3, **Safeguarding Your Database Application**, pages 797-800.

Complete Access Chapter 9 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 9 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 3—ACCESS—Chapter 10

Complete **Access Chapter 10** in the textbook on pages 813-848 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Working with Macros**, pages 820-826.
- Hands on Exercise 2, **Working with Data Macros**, pages 831-836.
- Hands on Exercise 3, **Using Structured Query Language**, pages 844-848.

Complete Access Chapter 10 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 10 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 3—PowerPoint—Chapter 5

Complete **PowerPoint Chapter 5** in the textbook on pages 861-899 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading files 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, **Text-Based Charts**, pages 868-872.
- Hands on Exercise 2, **Table Design**, pages 879-882.
- Hands on Exercise 3, **Statistical Charts and Graphs**, pages 889-892
- Hands on Exercise 4, **Chart Modification**, pages 896-899

Complete PowerPoint Chapter 5 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 5 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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WEEK 4—PowerPoint—Chapter 6

Complete PowerPoint Chapter 6 in the textbook on pages 917-949 using the files from: www.pearsonhighered.com/exploring. The instructions for downloading files 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, **Hyperlinks and Action Buttons**, pages 927-934.
- Hands on Exercise 2, **Advanced Animation**, pages 944-949.

Complete PowerPoint Chapter 6 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

Complete PowerPoint Chapter 6 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—PowerPoint Chapter 7

Complete PowerPoint Chapter 7 pages 961-1000 from: www.pearsonhighered.com/exploring. The instructions for downloading files 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, **PowerPoint Customization**, pages 970-975.
- Hands on Exercise 2, **Master Basics**, pages 986-994.
- Hands on Exercise 3, **Custom Shows**, pages 999-1000.

Complete PowerPoint Chapter 7 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 7 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—PowerPoint—Chapter 8

Complete **PowerPoint Chapter 8** pages 1015-1055 from: www.pearsonhighered.com/exploring. The instructions for downloading the files 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, **Presentation Collaboration**, pages 1023-1027.
- Hands on Exercise 2, **Preparation for Sharing and Presentation Security**, pages 1036-1040.
- Hands on Exercise 3, **Presentation Sharing**, pages 1053-1055.

Complete PowerPoint Chapter 8 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 8 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—Final

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 5**
- Access Chapter 6**
- Access Chapter 7**
- Access Chapter 8**
- Access Chapter 9**
- Access Chapter 10**
- PowerPoint Chapter 5**
- PowerPoint Chapter 6**
- PowerPoint Chapter 7**
- PowerPoint Chapter 8**

Please email the grader at CM310D@empirecollege.com when you have completed all of your assignments, final projects, and exams.

Submitting Documents for Grading by Email

Email address:	CM310D@empirecollege.com
Attach:	Attach all documents for each assignment number to an email sent to CM310D@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.

CM310D Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1 and 2 Access Chapter 5 and 6
Week 2		Assignment 3 and 4 Access Chapter 7 and 8
Week 3	Week 2	Assignment 5, 6, and 7 Access Chapter 9 and 10 PowerPoint 5
Week 4		Assignment 8 and 9 PowerPoint 6 and 7
Week 5	Week 3	Assignment 10 and 11 PowerPoint 8 Final
Week 6		Assignment 11 Final