



CLASS NUMBER AND NAME:	CM320C—ACCESS CERTIFICATION PREPARATION
TOTAL CLOCK HOURS:	25 Hours/1 Unit
PREREQUISITE:	CM310D—Post-Advanced Office: Access and PowerPoint
TEXT AND MATERIALS:	SimNet online software, McGraw Hill Publishing Company, New York, NY
CLASS DESCRIPTION:	This class utilizes software training and practice tests for certification preparation for Access. Microsoft testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in Microsoft Access to obtain certification.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
REQUIREMENTS:	Students are required to maintain a minimum of 80 percent attendance and complete lessons and exams.
TESTING:	The final for this class will be the certification test for Access administered by the Empire College testing site.
GRADING POLICIES:	Grades will be based on completing all assignments on the class schedule on time.
FINAL GRADE:	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance. No Incomplete grades will be issued for this course.
ANTICIPATED LEARNING OUTCOMES:	Upon completing this class, the student will: <ol style="list-style-type: none">1. Have practiced Access concepts utilizing software and training to review the concepts learned in the beginning, advanced, and post-advanced courses.2. Utilize the SimNet software and Office textbooks to complete all lesson and practice exams.3. Become prepared to receive Microsoft certification in Access.

Instructions

- Since the program is on the Internet, you may work on this at home and do not need a copy of Office on your computer. Go to empirecollege.simnetonline.com. Log into the CM320A/B/C/D class that is on your schedule. Use your login from the CM166A, Beginning Excel classes.
- Each SimNet Microsoft Office application features a Lesson that includes TeachMe... ShowMe...LetMeTry. Complete all Let Me Try Lessons at the 95 percent or above level.
- After the completion of each lesson at the 95 percent level or above, the Lesson Exams are timed and present a smaller, randomized selection of questions. These must also receive a 95 percent or better score.

NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE Teach Me...Show Me...Let Me Try until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Do not run through the assignments to get the class completed. If you do, you will probably not pass your certification exam. Use this time, your books, and this program to KNOW Excel and use the features that are available. This will help you once you are looking for employment. Anyone can just move through the assignments to get them done. Take the time to understand and know what you are doing and use every feature available to you in the program. It will really help you in your future and the career that you hope to begin once you graduate Empire College.

Lessons, Exams, and MOS testing

Lessons	The lessons are not timed. The TeachMe...ShowMe...Let Me Try...software offers hints and step-by-step instructions to help you learn the concepts featured in the certification exam. You must receive a 95 percent score or better on the Let Me Try portion of each lesson.
Exams	The Lesson Exam is timed and presents a smaller, randomized selection of questions. Your score to pass the class must be 95 percent or better for each lesson exam.
Answering Questions	Make sure that you have mastered the lesson Let Me Try...objectives before attempting the lesson exam. All concepts on the exam are covered in the lesson portion of the software.
Lesson and Exam Results	Check your progress on a regular basis as you work on the assignments.
MOS Certification Testing	When you have completed all of the lessons and exams and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MOS exam. <ol style="list-style-type: none"> 1. Schedule your exam with Michaela DeBiase in the Prometric testing center located on the second floor near the back stairs. The test will take longer than one class period. 2. Go to the bookstore to receive a voucher. 3. Remember to take two forms of identification with you on your scheduled appointment. 4. Submit a copy of your tests results with an assignment cover sheet.

Access Certification Preparation — Weekly Schedule

This class is designed to prepare the student for Microsoft Access certification. Once the student has successfully completed the SimNet practice and lesson exams with 95% or better accuracy and has a thorough understanding of all the exam objectives, he or she is eligible to schedule the Microsoft exam.


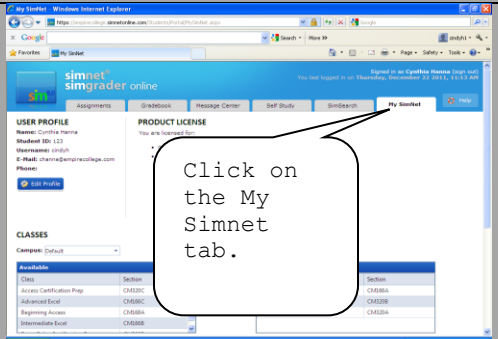
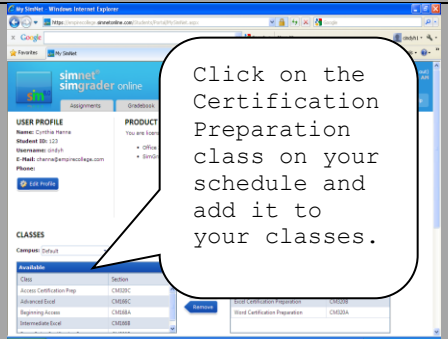
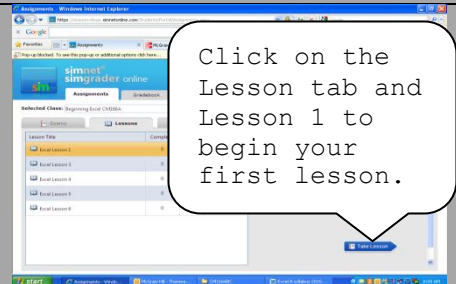
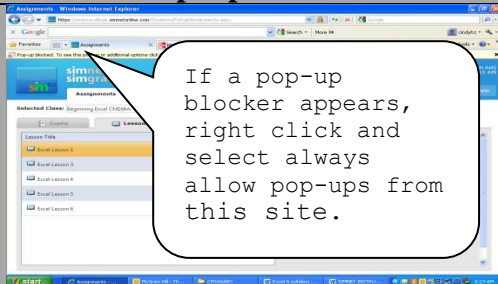
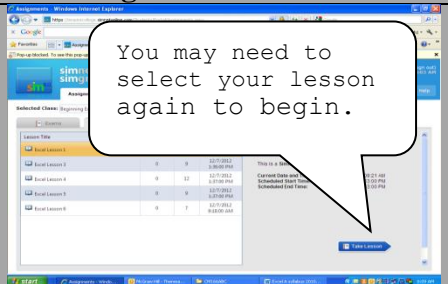
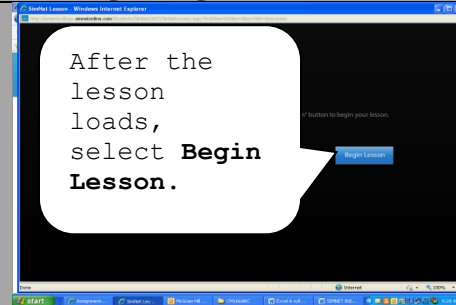
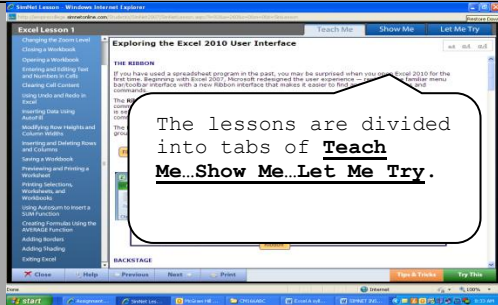
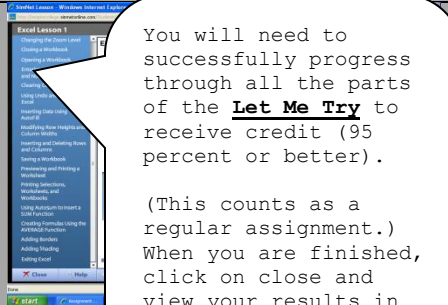
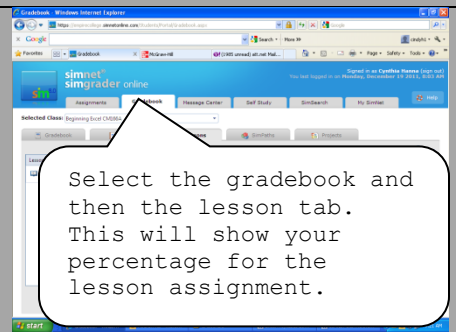
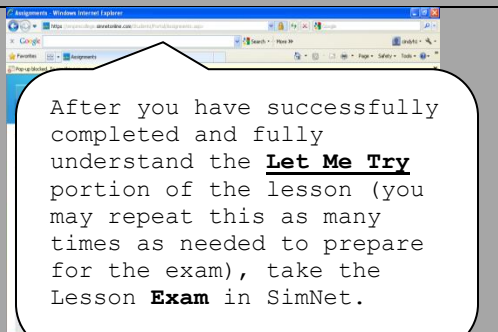
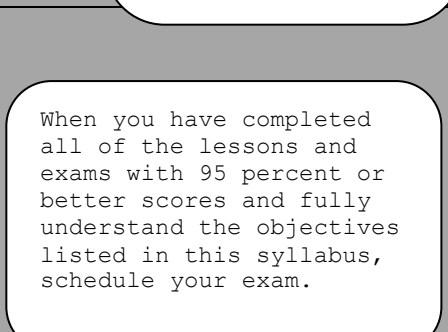
	Assignment	Turn in	
Week One	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives. http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-885&Locale=en-us#tab2	Assignment 1 Complete the Lessons and Exams for 1 and 2 with a 95% or better score.	
Week Two	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives.	Assignment 2 Complete the Lessons 3 lesson and exam with a 95% or better score.	
Week	Use the SimNet software for Access. Use your books to research and study the concepts.	Assignment 3 Complete the Lessons 4 lesson and exam with a 95% or better score.	
Week Four	Use the SimNet software for Access. Use your books to research and study the concepts Schedule and take the Microsoft Access exam after you have successfully completed the lesson and exams with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.	Assignment 4 Complete the Lesson 5 lesson and exam with a 95% or better score. Prepare and study for the exam. Go to the bookstore to purchase an exam voucher and schedule your exam.	
Week Five	Use the SimNet software for Access and your books to research and study the concepts. Use the Office books to research questions and study for the Microsoft certification exam. Schedule and take the Microsoft Access exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus. Take and pass the Microsoft Access certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading. You will not receive a grade for the class unless a copy is on file. Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs. The test will take longer than one class period. Go to the bookstore to receive a voucher. Remember to take two forms of identification with you on your scheduled appointment. <u>Submit a copy of your tests results with an assignment cover sheet.</u> <u>You will not receive a grade for this class without it.</u>	Assignment 5 Certification Schedule, take and pass the Microsoft Excel exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.	

Certification Prep SimNet Instructions

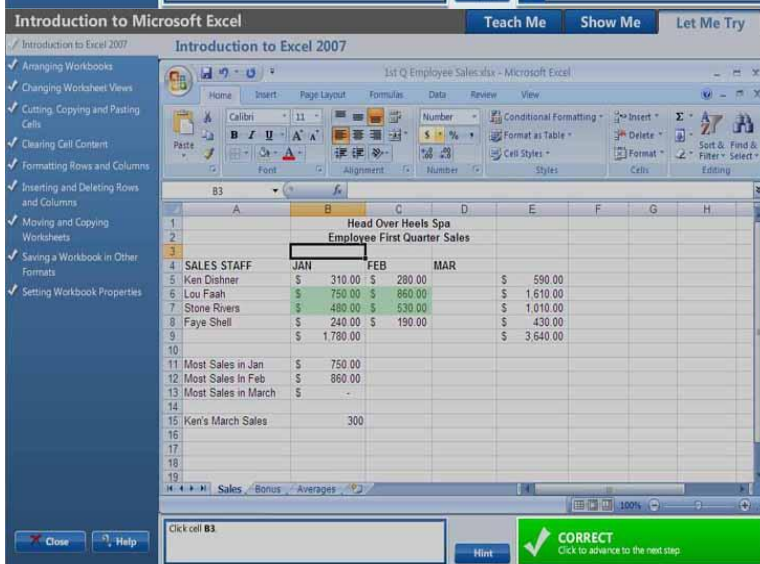
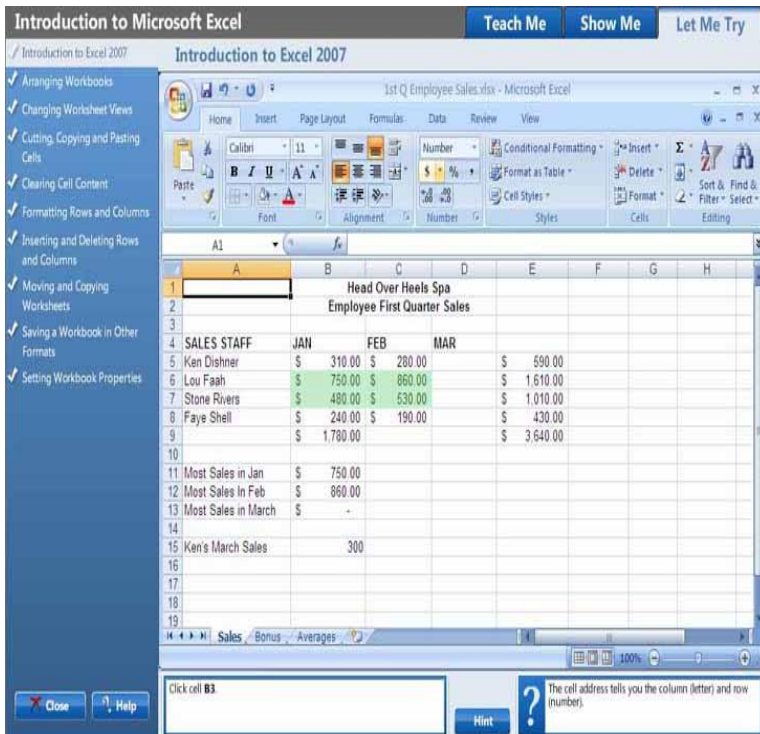
CM320A/B/C/D—Certification Prep

Open Internet Explorer and go to **empirecollege.simnetonline.com**. Use the login and password you created in the CM166A, Beginning Excel class.

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

1st Screen	Next→	Next→
 <p>Login using the username and password you created in the CM166A class.</p>	 <p>Click on the My SimNet tab.</p>	 <p>Click on the Certification Preparation class on your schedule and add it to your classes.</p>
1st Screen—Lesson Screen	Pop-Up Blocker	Begin Lesson
 <p>Click on the Lesson tab and Lesson 1 to begin your first lesson.</p>	 <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	 <p>You may need to select your lesson again to begin.</p>
Beginning Lesson	Teach Me..Show Me..Let Me Try	Let Me Try
 <p>After the lesson loads, select Begin Lesson.</p>	 <p>The lessons are divided into tabs of Teach Me..Show Me..Let Me Try.</p>	 <p>You will need to successfully progress through all the parts of the Let Me Try to receive credit (95 percent or better). (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
Gradebook	Exams	
 <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	 <p>After you have successfully completed and fully understand the Let Me Try portion of the lesson (you may repeat this as many times as needed to prepare for the exam), take the Lesson Exam in SimNet.</p>	
 <p>When you have completed all of the lessons and exams with 95 percent or better scores and fully understand the objectives listed in this syllabus, schedule your exam.</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 95 percent or better in the gradebook.

To view a video on this topic go to

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

Exam 77-885 — Access 2010

<http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-885&Locale=en-us#tab2>

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Managing the Access Environment

- Create and manage a database.
 - This objective may include but is not limited to: using Save Object As, Open, Save and Publish, Compact & Repair Database, and Encrypt with Password commands, creating a database from a template, and setting Access options
- Configure the Navigation Pane.
 - This objective may include but is not limited to: renaming objects, deleting objects, and setting Navigation options
- Apply Application Parts.
 - This objective may include but is not limited to: using Blank Forms, Quick Start, and user templates

Building Tables

- Create tables.
 - This objective may include but is not limited to: creating tables in Design View
- Create and modify fields.
 - This objective may include but is not limited to: inserting a field, deleting a field, renaming a field, Hide or Unhide fields, Freeze or Unfreeze fields, modifying data types, modifying the field description, and modifying field properties
- Sort and filter records.
 - This objective may include but is not limited to: using Find, Sort, and Filter commands
- Set relationships.
 - This objective may include but is not limited to: defining Primary Keys, using Primary Keys to create Relationships, and editing Relationships
- Import data from a single data file.
 - This objective may include but is not limited to: importing source data into a new table, appending records to an existing table, and importing data as a linked table

Building Forms

- Create forms.
 - This objective may include but is not limited to: using the Form Wizard, creating a Blank Form, using Form Design Tools, and creating Navigation forms
- Apply Form Design Tab options.
 - This objective may include but is not limited to: using the Themes, Controls, Header/Footer, and Tools groups
- Apply Form Arrange Tab options.
 - This objective may include but is not limited to: using the Table, Move, and Position groups
- Apply Form Format Tab options.
 - This objective may include but is not limited to: using the Background and Control Formatting groups

Creating and Managing Queries

- Construct queries.
 - This objective may include but is not limited to: using Select, Make Table, Append, and Crosstab query types
- Manage source tables and relationships.
 - This objective may include but is not limited to: using the Show Table and Remove Table commands, and creating ad hoc relationships
- Manipulate fields.
 - This objective may include but is not limited to: adding, removing, and rearranging fields, and using Sort and Show options
- Calculate totals.
 - This objective may include but is not limited to: using the Total row and using Group By
- Generate calculated fields.
 - This objective may include but is not limited to: performing calculations, using the Zoom box, and using Expression Builder

Designing Reports

- Create reports.
 - This objective may include but is not limited to: creating a Blank Report, using Report Design Tools, and using the Report Wizard
- Apply Report Design Tab options.
 - This objective may include but is not limited to: using the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
- Apply Report Arrange Tab options.
 - This objective may include but is not limited to: using the Table, Move, Position, and Sizing & Ordering groups
- Apply Report Format Tab options.
 - This objective may include but is not limited to: adding color, background images, and conditional formatting
- Apply Report Page Setup Tab options.
 - This objective may include, but is not limited to: using the Page Size and Page Layout groups
- Sort and filter records for reporting.
 - This objective may include but is not limited to: using the Find, Sort, and Filter commands, and using view types

CM320D — Access Cert Prep

Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Week 1 Schedule
Week 2		Week 2 Schedule
Week 3	Week 2	Week 3 Schedule
Week 4		Week 4 Schedule
Week 5	Week 3	Week 5 Schedule
Week 6		Take Microsoft Certification Exam