Department:

Business

Course Description:

This course is a continuation of ACC 135 and is designed to expand the student’s basic knowledge of Word, Excel, Access, PowerPoint, and Outlook applications. Students will learn the proper procedures to create more advanced documents, workbooks, databases, and presentations suitable for course work, professional purposes, and personal use.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Create a complex database structure in Access
2. Enter, modify, delete, and retrieve records in an Access database using query commands
3. Create and modify custom forms and reports in Access
4. Use the relational features in Access to combine records from multiple files
5. Create a custom background in a PowerPoint presentation
6. Add tables, charts, and organization charts to slides in a PowerPoint presentation
7. Enhance a presentation in PowerPoint with the use of transitions and animation
8. Manipulate data between multiple application programs

Course Content:

A. Creating Reports and Forms
B. Multi-table Forms
C. Using Macros, Switchboards, PivotTables, and Pivot Charts
D. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams
E. Working with Information Graphics
F. Collaborating on and Delivering Presentations

Learning Assessments:

Students will be evaluated by use of graded assignments, projects, quizzes, and exams.

Instructional Materials:

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.