

CLASS NUMBER AND NAME:	CM192A—MICROSOFT OFFICE PROFESSIONAL: An Overview of Word and Excel
TOTAL CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM127A or CM127T—Beginning Keyboarding or equivalent
TEXT AND MATERIALS:	Microsoft Office 2007 Introductory Concepts and Techniques Premium Video Edition, <i>Shelly, Cashman, & Vermaat,</i> <i>Thomson Course Technology, 2010.</i> USB flash drive
CLASS DESCRIPTION:	This class provides hands-on experience with Microsoft Word and Excel. The student will gain experience creating and working with a variety of documents, spreadsheets, charts and the integration of Word and Excel.
CLASS OBJECTIVE:	The objective of this course is to teach the student the fundamentals of Word and Excel 2007.
CLASS FORMAT OVERVIEW:	Class time is spent creating documents and workbooks using Microsoft Word and Excel 2007. It is recommended that students do all of their reading prior to class to prepare for the following day’s activities. See your instructor for available lab hours to complete assignments outside of regular class hours.
METHOD OF INSTRUCTION:	Students are required to complete and email all assignments according to the syllabus schedule. Each chapter includes completing a Project and an “In the Lab Exercise” at the end of the chapter. Any incomplete assignments will be returned to the student for completion. Students are also required to take the final exam.
ATTENDANCE:	This course is a lab class that requires daily attendance.

GRADING POLICY:

Students 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.

GRADING :

Grades will be based on the following percentages:

- 100-90 A
- 80-89 B
- 70-79 C
- 60-69 D
- 59 and below F

TESTING:

There will be a final project at the end of this class.

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 prohibit passing another student’s work as their own.” If students submit duplicate work, each student will receive a failing grade The school’s Code of Conduct and Cheating Policy will be enforced.

FINAL GRADE:

The grade for this class will be based upon the graded assignments (65%), chapter questions (10%), and the final projects (25%).

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the fundamentals of Microsoft Word 2007 including basic document creation and editing, moving and copying text, using spell check, grammar checker and the thesaurus.
2. Format documents by changing margins, line spacing, font and font size and using tabs and indents.
3. Learn the fundamentals of Microsoft Excel 2007 to include the basics of spreadsheet creation: formatting cells, columns and rows, using the fill handle, Function wizard, and table lookup.
4. Use the Chart Wizard and edit charts.

Microsoft Word and Excel 2007

Data Files—Computer Lab

Office Button\Open\C\Data\CM192AB-Office 2007\Program folder\Lesson folder

To Insert a Picture from the C Drive—Computer Lab

Insert\Picture\My Computer\C\Data\CM192AB-Office 2007\Program folder\Lesson folder

Data Files—Home Only

Create a folder for CM192A on your USB drive.

Open the Internet Explorer and enter the URL address: <http://www.scsite.com>

Under Browse by Subject choose Office Suites

Microsoft Office 2007

Under Office Suite choose Microsoft Office 2007

Choose your text

Click on data files

Click on run

Click on run

Click the Browse button and choose your USB drive, then the folder you created

Uncheck overwrite files without prompting

Click OK

And Unzip

Open the folder

Double-click the zipped icon

Click OK

Do not delete your assignments until you have completed all of 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.

Week 1	<p style="text-align: center;">ASSIGNMENT 1 CREATING AND EDITING A WORD DOCUMENT</p> <hr/> <p>Chapter 1, Creating and Editing a Word Document</p> <ul style="list-style-type: none"><input type="checkbox"/> Horseback Riding Lessons Flyer—pg. 2-52 <p>In the Lab 2, Creating a Flyer with a Picture and a Border Step 21: Fill in your name and Title of Assignment for Document Properties</p> <ul style="list-style-type: none"><input type="checkbox"/> Nursery Expansion Flyer—pg. 69-70 <p>To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor's name, room number, and class period.</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete End-of-the-Chapter Questions Online. Instructions on how to create your SAM account and use SAM are attached. <p style="text-align: center;"><u>Don't forget to hit Submit after each question.</u></p> <p>You may use your textbook to answer the SAM questions. If you are not satisfied with your score, print a study guide under Reports, find the correct answers in your textbook, and complete the quiz again. The highest score will be used to calculate your grade.</p> <hr/> <p style="text-align: center;">ASSIGNMENT 2 CREATING A RESEARCH PAPER</p> <hr/> <p>Chapter 2, Creating a Research Paper</p> <ul style="list-style-type: none"><input type="checkbox"/> Wireless Communications Paper—pg. 74-117 <p>In the Lab 2, Preparing a Research Report with a Footnote</p> <ul style="list-style-type: none"><input type="checkbox"/> Antivirus Programs Paper—140-141 <p>To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor's name, room number, and class period.</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete End-of-the-Chapter Questions using SAM
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Week 2

**ASSIGNMENT 3
CREATING A COVER LETTER AND A RESUME**

Chapter 3, Creating a Cover Letter and a Resume

- Canaan Letterhead—pg. 150-164**
- Canaan Cover Letter—pg. 165-182**
- Canaan Resume—pg. 183-201**

In the Lab 1, Creating a Cover Letter with a Table

Lab 1: Step 3: Fill in your name and Name of Assignment for Document Properties.

- Owens Cover Letter—pg. 209-210 (Steps 1- 3 only)**

To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor's name, room number, and class period.

- Complete End-of-the-Chapter Questions Online using SAM**
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**ASSIGNMENT 4
CREATING A WORKSHEET AND AN EMBEDDED CHART**

Before you begin your assignment, change the Workbook orientation to Landscape.

Chapter 1, Creating a Worksheet and an Embedded Chart

- Walk and Rock Music 1st Quarter Sales—pg. 17-56**

In the Lab 2 through Step 7, Scissors Office Supply Annual Sales

- Annual Sales Analysis Worksheet—pg. 76-77 (Steps 1-7 only)**

To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor's name, room number, and class period.

- Complete End-of-the-Chapter Questions Online using SAM**

<p>Week 3</p>	<p style="text-align: center;">ASSIGNMENT 5 FORMULAS, FUNCTIONS, FORMATTING, AND WEB QUERIES</p> <hr/> <p style="text-align: center;">**Page EX 104, Step 4 should have the result in D16 not D14**</p> <p>Chapter 2, Formulas, Functions, Formatting, and Web Queries</p> <p style="text-align: center;">❑ Silver Dollars Stock Club—pg. 87-128</p> <p>In the Lab 1 Sales Analysis Worksheet</p> <p style="text-align: center;">Facade Importers Sales Analysis—pg. 149-151 (Steps 1-16 only) Step 10 should be A11 to A14</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor’s name, room number, and class period.</p> <p style="text-align: center;">❑ Complete End-of-the-Chapter Questions Online in SAM</p>
<p>Week 4</p>	<p style="text-align: center;">ASSIGNMENT 6 WHAT-IF ANALYSIS, CHARTING AND WORKING WITH LARGE WORKBOOKS</p> <hr/> <p>Chapter 3, What-If Analysis, Charting, and Working with Large Worksheets</p> <p style="text-align: center;">❑ Campus Clothiers—pg. 168-227</p> <p>In the Lab 1, Eight-Year Financial Projection</p> <p>*Hint* Step 8: you can create your own formulas using the information given or use the formulas supplied for you starting after the “or” in the sentence.</p> <p style="text-align: center;">❑ Salioto Auto Parts—pg. 233-235 (Steps 1-13 only)</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192a@empirecollege.com. Your subject line must include your first and last name and the assignment number. The body of the email must include your instructor’s name, room number, and class period.</p> <p style="text-align: center;">❑ Complete End-of-the-Chapter Questions Online using SAM</p>

DO NOT COMPLETE THIS FINAL USING OFFICE 2010

To receive full credit on the final, you MUST use the commands and features shown in the textbook. Do not use the shortcut keys.

Log into SAM and choose SAM Assignments. Choose the final you are completing.

- CM192A_CM192T_Final_Part_1
- CM192A_CM192T_Final_Part_2

INSTRUCTIONS: download instructions to the desktop, your USB drive, or print.

START FILE: download file to your USB drive. **IMMEDIATELY** save the file with the new name listed on step 1 of the instructions. **DO NOT** work on the file until it is saved with the new file name. Once the file is saved, you can open and close the file until it is ready to be uploaded.

STUDY GUIDE: To print a study guide, choose **REPORTS, CHOOSE THE EXAM**, if pop-up blocker appears, choose **ALLOW ALWAYS; GENERATE A REPORT; PRINT USING PDF; OPEN**; use the Printer icon in the upper left corner. Use your textbook to find the correct answers. Retake the quiz and submit your second attempt. The highest score will be recorded.

CM192A Evening Schedule

6-Week	3-Week	
Week 1	Week 1	Assignment 1
Week 2		Assignment 2
Week 3	Week 2	Assignment 3-4
Week 4		Assignment 5-6
Week 5	Week 3	Assignment 7-Final
Week 6		Assignment 7-Final

CREATE SAM ACCOUNT AT SCHOOL OR HOME

Open Internet Explorer

Go to the SAM 2007 Web site: <http://sam2007.course.com>

Click on “New User”.

Enter **Empire’s Institutional Keycode: V7939295**, click the **Submit** button. An institution verification box appears; click the **OK** button to verify.

Enter your SAM 2007 Keycode:

(the 18-digit key code provided in the SAM 2007 Student Edition package). Do not lose the key code number. It will be used for additional SAM assignments in different classes.

Complete your “Profile” information by completing all of the require questions. Use your Empire College email address: —example: (bettysmith@empirecollege.com).

Write down your username and password

Username: _____

Use your first and last name all lower case; example: **bettysmith**

Password: _____

The password should be your last name and your student number.

Click the “Save” button.

Print a copy of your profile for your binder.

Click the “Confirm” button.

When prompted for agreement to the license conditions, click on the “I agree” button.

JOIN A CLASS

Click on the “Section” button on the left hand side navigation bar.

Click on the “Join Section” button.

Click the right add arrow.

Click the “Save” button to save your selection.

LAUNCH A SAM ASSIGNMENT

Students must log into <http://sam2007.course.com> with their username and password.

SYSTEM REQUIREMENTS FOR HOME

ENABLING JAVASCRIPT

In order to use SAM 2007 JavaScript needs to be enabled. It will be active in most cases, but in order to check its status and, if necessary, enable it, use the following procedure:

Launch Internet Explorer

1. Select **Internet Options** under the **Tools** menu. The **Internet Options** dialog box will open.
2. Click on the **Security** tab.
3. Click on the **Internet** or **Trusted Sites** icon.
4. Click on the **Custom level** button. The **Security Settings – Internet Zone** dialog box will open.
5. Scroll to the **Scripting** section.
6. Under **Active Scripting** make sure the **Enable** radio button is selected
7. If not, click on the **Enable** radio button.
8. Click the **OK** button to close the **Security Settings – Internet Zone** dialog box.
9. Click the **OK** button to close the **Internet Options** dialog box.

DISABLING THE POP-UP BLOCKER

Internet Explorer provides a built-in pop-up blocker. Use the following procedure to configure it for SAM access.

1. Launch Internet Explorer.
2. Select **Internet Options** from the **Tools** menu. The **Internet Options** dialog box will open.
3. Click on the **Privacy** tab.
4. To completely turn off pop-up blocking, make sure the **Turn on Pop-up Blocker** checkbox is blank (i.e., off). If you only want to disable this for SAM only, go to the next step.
5. Make sure the **Turn on Pop-up Blocker** checkbox is checked (i.e., blocking is on).

NECESSARY SOFTWARE

You will need the following software on your PC in order to use SAM 2007:

The **Adobe Flash Player** is required in order to use the SAM Content Player to preview the simulations used in exams and training. You can find a link to this component on the right side of the Welcome page, under Software. Click on the link or go to <http://get.adobe.com/flashplayer/> and follow the installation prompts. To complete projects you will need **Microsoft Office 2007** Professional.

MONITOR RESOLUTION

In order to use the SAM Content Player most effectively, your monitor must be set to a display resolution of 1024 x 768 or higher. This setting will enable SAM simulations to fully display on

a 17-inch or larger monitor. If a lower resolution is used, you will need to scroll to view the entire simulation.