

CLASS NUMBER AND NAME:	CM192B—MICROSOFT OFFICE PROFESSIONAL: An Overview of Access and PowerPoint
CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM192A—Microsoft Office Professional, Word and Excel
TEXT AND MATERIALS:	<i>Microsoft Office 2007 Introductory Concepts and Techniques Premium Video Edition</i> , Shelly, Cashman, & Vermaat, Thomson Course Technology, 2010. USB flash drive
CLASS DESCRIPTION:	This class provides hands-on experience with Access databases, PowerPoint slide shows, and the integration of Microsoft Office products. The student will gain experience creating and working with a variety of databases and presentations. Integration will be covered.
CLASS OBJECTIVE:	The objective of this course is to teach the student the fundamentals of Access and PowerPoint 2007.
CLASS FORMAT OVERVIEW:	Students will create tables, queries, forms, and reports using Access 2007, slide presentations using PowerPoint 2007, and integrating Office documents. Students should do all of their reading at home to prepare for the following day's activities. Time outside of regular class time on a computer will be needed to complete all of the assignments.
METHOD OF INSTRUCTION:	Students are required to complete and email all assignments for grading in a timely manner as listed on the syllabus. In addition to the assignments, students will be required to take a 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 exam at the end of this class. The exam will consist of a project.

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 prohibit passing another student’s work as their own.” If students submit duplicate work, each student will receive a failing grade for the class. 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 classroom exercise assignments (65%), chapter questions (10%), and the final project (25%).

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the fundamentals of Access, which will include building a database, updating records, inserting and deleting records and fields, running queries, creating reports and forms.
2. Integrate Access and Excel.
3. Create presentations in PowerPoint that include: editing and changing the appearance of text, adding art and pictures, animating slides and setting timing.
4. Utilize object linking and embedding.
5. Have achieved a passing score by earning a D or better.

Microsoft Access and PowerPoint 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 in the Computer Lab

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

Data Files—Home Only

Create a folder for CM192B 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 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.

<p>WEEK 1</p>	<p style="text-align: center;">ASSIGNMENT 1—POWERPOINT CREATING AND EDITING A PRESENTATION</p> <hr/> <p>Chapter 1: Creating and Editing a Presentation</p> <p><input type="checkbox"/> Cabo Package—pg. 16-53</p> <p>In the Lab 1: Creating a Presentation with Bulleted Lists</p> <p><input type="checkbox"/> Credit—pg. 69-70</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192b@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><input type="checkbox"/> Complete End of the Chapter Questions Online</p>
<p>WEEK 2</p>	<p style="text-align: center;">ASSIGNMENT 2—POWERPOINT CREATING A PRESENTATION WITH ILLUSTRATIONS AND SHAPES</p> <hr/> <p>Chapter 2: Creating a Presentation with Illustrations and Shapes</p> <p><input type="checkbox"/> Identity Theft Outline—pg. 85-125</p> <p>In the Lab 2: Creating a Presentation with Photographs Inserted from a File:</p> <p><input type="checkbox"/> Tree Pests—pg. 137-138</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192b@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><input type="checkbox"/> Complete End of the Chapter Questions Online using SAM</p>
<p>WEEK 3</p>	<p style="text-align: center;">ASSIGNMENT 3—ACCESS CREATING AND USING A DATABASE</p> <hr/> <p>Chapter 1: Creating and Using a Database</p> <p><input type="checkbox"/> JSP Recruiters—pg. 14-61</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192b@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><input type="checkbox"/> Complete End of the Chapter Questions Online in SAM</p> <hr/> <p style="text-align: center;">ASSIGNMENT 4—ACCESS QUERYING A DATABASE</p> <hr/> <p>Chapter 2: Querying a Database</p> <p><input type="checkbox"/> JSP Recruiters pg. 77-127</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192b@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><input type="checkbox"/> Complete End of the Chapter Questions Online in SAM</p>
WEEK 4	<p style="text-align: center;">ASSIGNMENT 5—ACCESS MAINTAINING A DATABASE</p> <hr/> <p>Chapter 3: JSP Recruiters</p> <p><input type="checkbox"/> JSP Recruiters—pg. 141-193</p> <p>To submit your assignments, please attach them to an email addressed to the grader at cm192b@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><input type="checkbox"/> Complete End of the Chapter Questions Online in SAM</p>

WEEK 5	<p style="text-align: center;">FINAL EXAM</p> <hr/> <p style="text-align: center;">DO NOT COMPLETE THIS FINAL USING OFFICE 2010</p> <p>To receive full credit on the final, you MUST use the commands and features shown in the textbook. Do not use the shortcut keys.</p> <p>Log into SAM and choose SAM Assignments. Choose the final you are completing.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CM192B_Final_Project <input type="checkbox"/> CM192B_PowerPoint_Final <p>INSTRUCTIONS: download instructions to the desktop, your USB drive, or print.</p> <p>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.</p> <p>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.</p> <p>GRADING: Do not use shortcuts when completing the assignments. The program counts the keystrokes that were demonstrated in the chapter.</p> <p>STUDY GUIDE: To print a study guide, choose REPORTS, CHOOSE THE EXAM, if pop-up blocker appears, choose ALLOW ALWAYS; GENERATE A REPORT.</p>

CM192B 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
Week 5	Week 3	FINAL
Week 6		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 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.

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.