



CLASS NUMBER AND NAME:	CM192B—MICROSOFT OFFICE PROFESSIONAL: An Overview of Access and PowerPoint
CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM192A—Microsoft Office Professional, Word and Excel
TEXT AND MATERIALS:	<i>GO! Office 2010 Volume 1</i> . Gaskin & Ferrett. Pearson Publishing, 2011. USB drive and headphones
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 2010.
CLASS FORMAT OVERVIEW:	Students will create tables, queries, forms, and reports using Access 2010, slide presentations using PowerPoint 2010, 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 turn in 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 (75%) and the final exam/project(s) (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.

Microsoft Access and PowerPoint 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your USB drive called MyITLab.

Open the Internet Explorer and enter the URL address:

www.pearsoncustom.com/customphit/datafiles

Choose GO with Microsoft Office 2010, Volume 1

Student Data Files

Save

Navigate to your folder you created on your USB drive

Save

Open the folder on your USB drive.

Open the folder with the zipper and navigate to the chapter folders 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.

MYITLAB 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

NEED MORE HELP?

Additional help can be found on www.MyITLab.com on the Support Tab under Student Support

	<p style="text-align: center;">WEEK 1—ASSIGNMENT 1—Access Chapter 1</p> <p>Complete Access Chapter 1 projects below from the textbook using Access 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions for downloading the files are attached to this syllabus on page 3.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project 1A Contact Information Database with Two Tables <input type="checkbox"/> Project 1B Student Workshops Database <p>To submit your assignments, attach 1A and 1B 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>The training projects in MyItLab are optional but are useful in preparing you for the graded assignment below. To access MyItLab for the first time, register using the instructions on page 6.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project 1A completed in MyItLab (Optional to prepare you for the graded project) <input type="checkbox"/> Project 1B completed in MyItLab (Optional to prepare you for the graded project) <input type="checkbox"/> Access Chapter 1 Grader Project [Assessment] in MyItLab
	<p style="text-align: center;">WEEK 1—ASSIGNMENT 2—Access Chapter 2</p>
	<p>Complete Access Chapter 2 projects below from the textbook. Email the completed projects to the grader at cm192b@empirecollege.com.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project 2A Instructors and Courses Database <input type="checkbox"/> Project 2B Athletic Scholarships Database <input type="checkbox"/> Project 2A completed in MyItLab (Optional) <input type="checkbox"/> Project 2B completed in MyItLab.(Optional) <input type="checkbox"/> Access Chapter 2 Grader Project [Assessment] in MyItLab
	<p style="text-align: center;">WEEK 2—ASSIGNMENT 3—Access Chapter 3</p> <p>Complete Access Chapter 3 projects below from the textbook. Email the completed projects to the grader at cm192b@empirecollege.com.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project 3A Students and Majors <input type="checkbox"/> Project 3B Job Openings <input type="checkbox"/> Project 3A completed in MyItLab (Optional) <input type="checkbox"/> Project 3B completed in MyItLab.(Optional) <input type="checkbox"/> Access Chapter 3 Grader Project [Assessment] in MyItLab

WEEK 3—ASSIGNMENT 4—PowerPoint Chapter 1

Complete **PowerPoint Chapter 1** projects below from the textbook. Email the completed projects to the grader at cm192b@empirecollege.com.

- Project 1A Company Overview
- Project 1B New Product Announcement

- Project 1A completed in MyItLab (Optional)
- Project 1B completed in MyItLab.(Optional)

- PowerPoint Chapter 1 Grader Project [Assessment] in MyItLab

WEEK 3—ASSIGNMENT 5—PowerPoint Chapter 2

Complete **PowerPoint Chapter 2** projects below from the textbook. Email the completed projects to the grader at cm192b@empirecollege.com.

- Project 2A Employee Training Presentation
- Project 2B Event Announcement

- Project 2A completed in MyItLab (Optional)
- Project 2B completed in MyItLab (Optional)

- PowerPoint Chapter 2 Grader Project [Assessment] in MyItLab

WEEK 4—ASSIGNMENT 6—PowerPoint Chapter 3

Complete **PowerPoint Chapter 3** projects below from the textbook. Email the completed projects to the grader at cm192b@empirecollege.com.

- Project 3A Informational Presentation
- Project 3B Summary and Analysis Presentation

- Project 3A completed in MyItLab (optional)
- Project 3B completed in MyItLab (optional)

- PowerPoint Chapter 3 Grader Project [Assessment] in MyItLab

WEEK 5—ASSIGNMENT 7—FINAL

Complete the following assignments for your final using MyItLab at www.myitlab.com and the instructions for using the Grader attached to this syllabus. Choose the Access/PowerPoint Final Folder and follow the instructions for using the Grader attached to this syllabus.

- PowerPoint Volume 1 Grader Project [Capstone] in MyItLab
- Access Volume 1 Grader Project [Capstone] in MyItLab

Please email the grader at cm192b@empirecollege.com when you have completed all of your assignments, final projects, and exams.

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: CRSABYJ-821770

Course Name: CM192B 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.

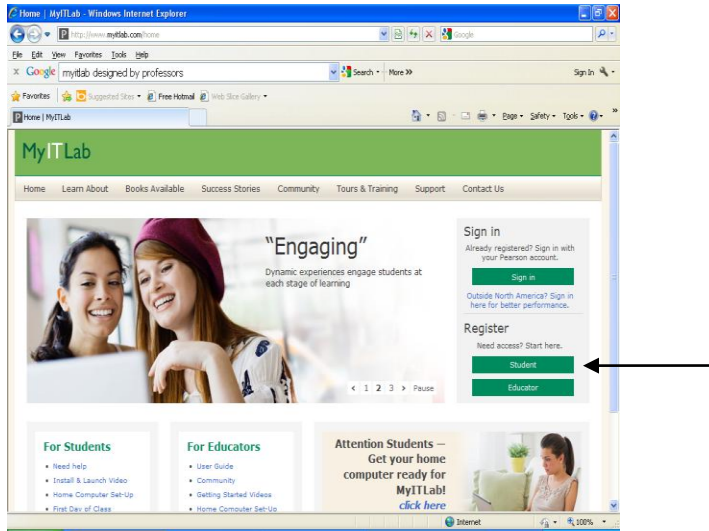
Login name: _____

Password: _____

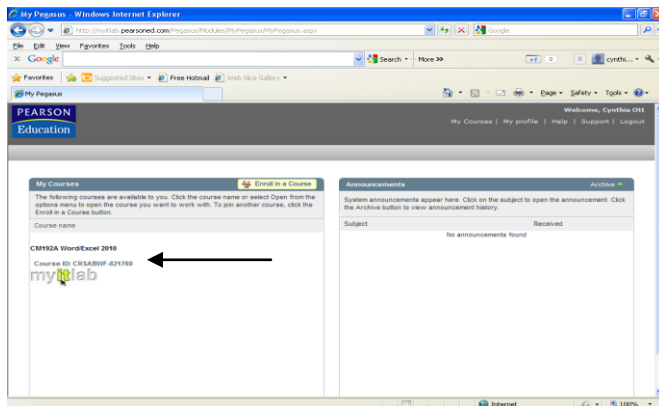
6. Enter your Access Code from the MyITLab Student Access Kit.
7. On the Account Information page, enter your first and last name and email.
8. In the School Location section, select your country and enter your school’s ZIP or postal code. Select your school from the list.
9. Select a Security Question 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: **CRSABYJ-821770**.
13. On the Confirm Course page verify the course and instructor are correct. Click Submit and then Enter Course Now.

Instructions for Completing Assignments in MyItLab

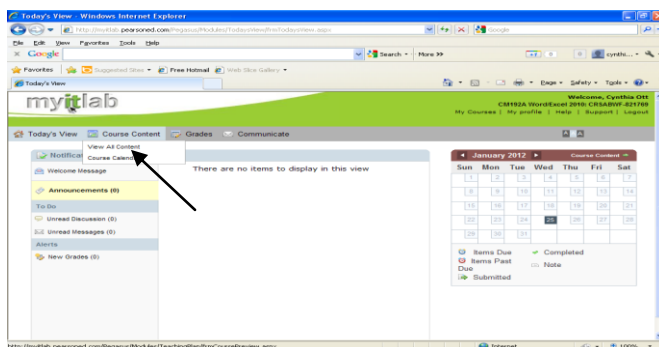
Log into MyItLab: <http://www.myitlab.com>. Click on Students under Login.



Once you have logged in, click on the MyItLab course to enter your course.



Under course Content, click on View All Content

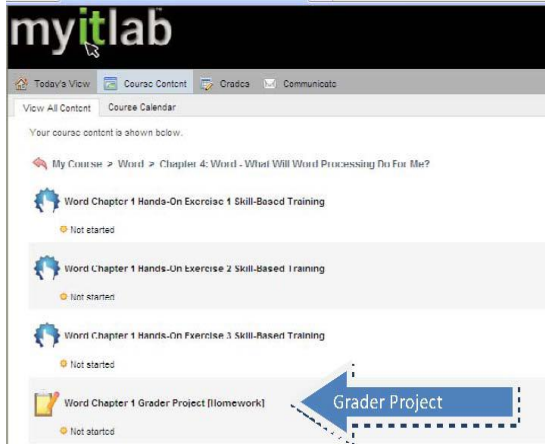


Choose Access Chapter 1; then Access Chapter 1 Activities

Instructions for working with Grader in MyItLab

1. **Login** into **MyItLab** using your login name and password
2. **Open** your **Course**, click on **Course Content**, and navigate to the **Grader Project**
3. **Click** to open the **Grader Project**. You will be taken to a screen displaying a **3 Step Process**:

Process:



Step 1—Download the Instructions and Data File(s)

You will have 2 types of files to download:

The Instruction file(s): This can be directly opened and printed for your use, or you may choose to save it to your USB drive.

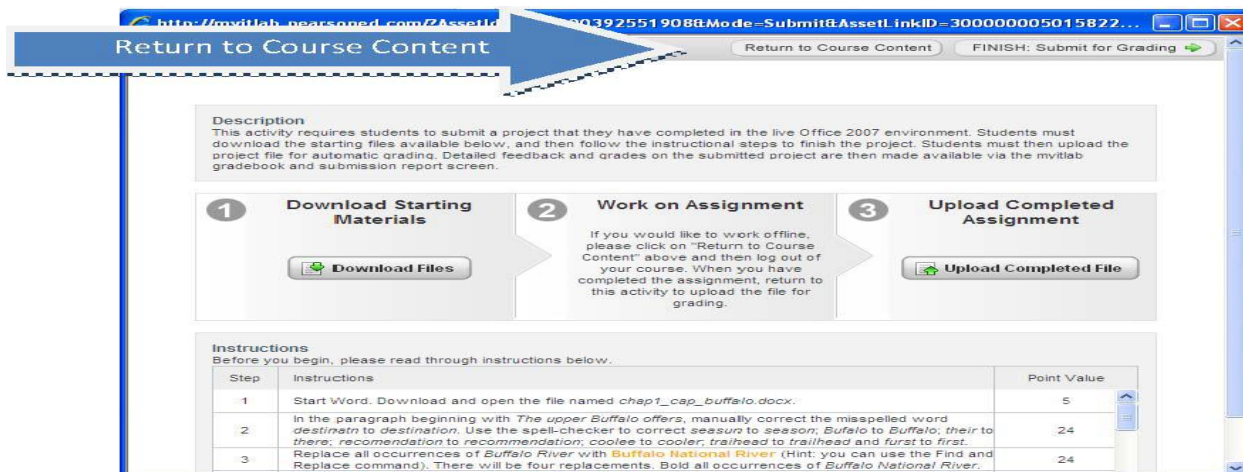
The Assignment Starter File(s): You must always download all data files and **save to your USB drive**. You may not work with the file unless it has been saved.

You must **SAVE** this file to your USB drive. **DO NOT** open it here—if you do, you will not be able to save changes made to this file. Read the instructions for the name of the file.



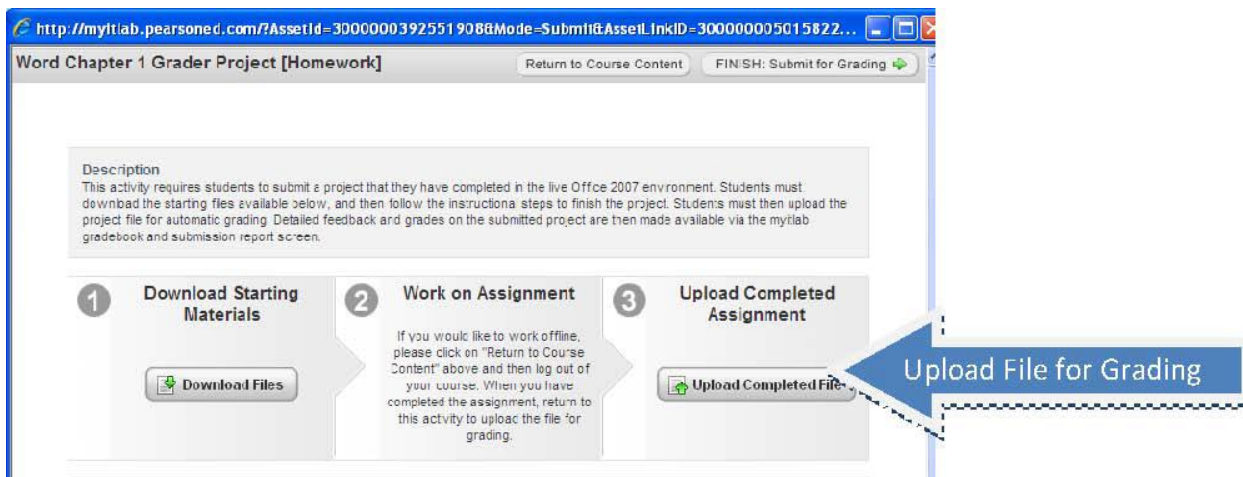
Minimize the Window.

Step 2—Complete the Assignment in a "live" version of the Office Software (Word, Excel, PowerPoint, or Access). Select the **Return to Course Content** button to exit Grader without submitting a file to be graded.

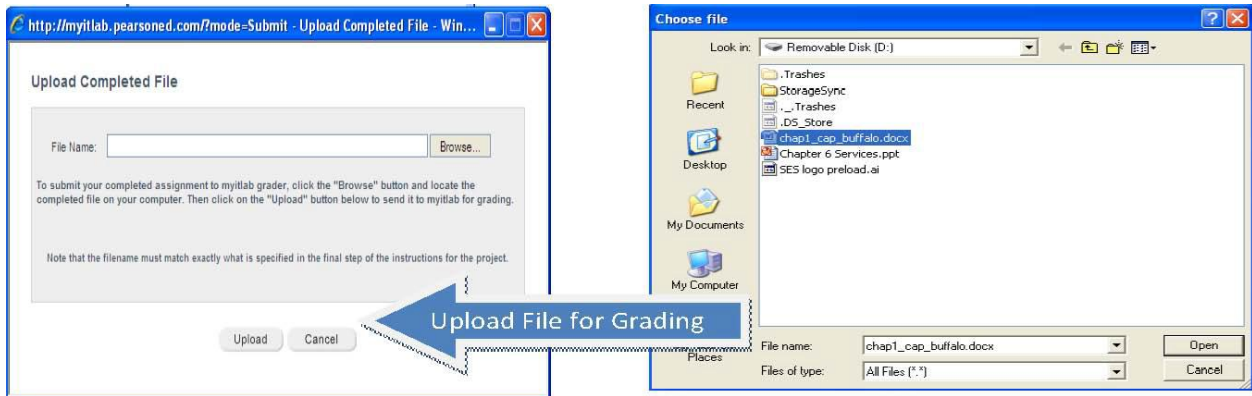


When you are finished, be sure to **SAVE** the file with your changes – do not use the “SaveAs” command or change the file name.

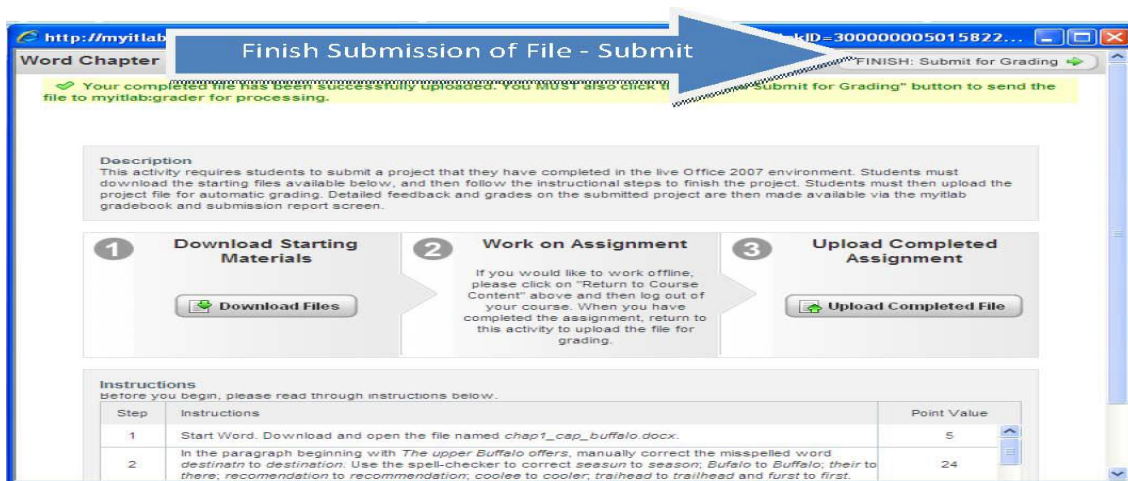
Step 3—Upload your completed document through the Grader Project Screen.



Browse to your USB drive to find the completed copy of the Grader file. Double click the file to open it. The file must have the EXACT file name as required by the project instructions.



To submit the assignment for grading, click the **"FINISH: Submit for Grading"** button at either the top or the bottom of the screen.



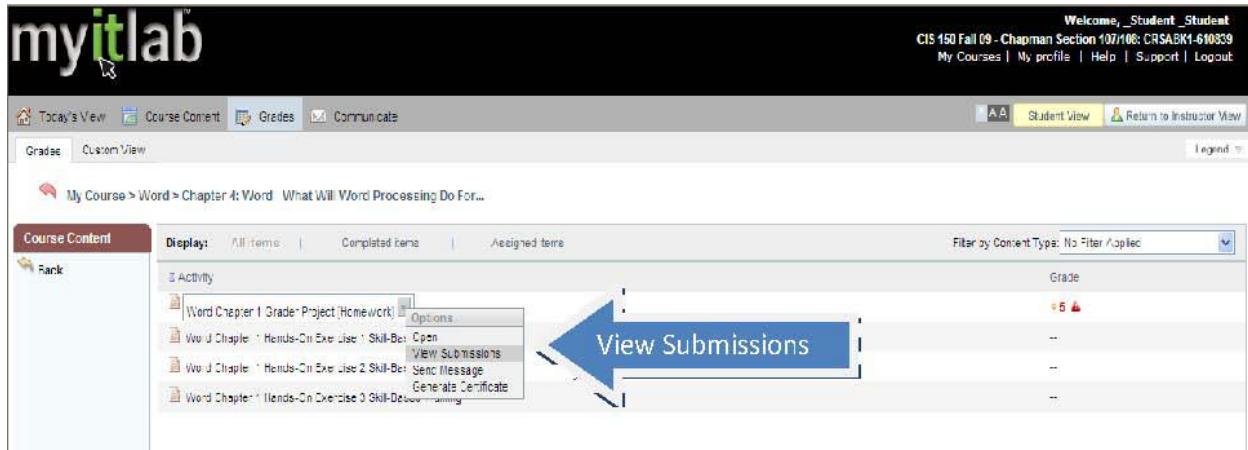
When your project has been submitted, you will receive a message indicating that it has been submitted for grading.

Click on the **Return to Course Content** button to return to your MyItLab course materials.

Viewing your Grader Results:

You can view details of your submission directly from your course.

1. When you return to the **Course Content** page, locate the **Grader Project** you have completed, hover over the name of the assignment to bring up the **Options** menu, and select **View Submissions**.



The initial **Score Card Data** report shows you how many points you have earned for each step of the project as well as the maximum amount of points possible for each step. Your score is shown as a percent.

Click on the **Summary Report** link to see additional details. Many of the steps in each project contain more than one part, and Grader allows for partial credit to be awarded. The **Summary Report** allows you to see exactly where *within* each step you lost points.

Submitting Documents for Grading by Email

Email address:	CM192B@empirecollege.com
Attach:	<p>Attach all assignments to an email sent to CM192B@empirecollege.com.</p> <ul style="list-style-type: none">•
Subject Line:	<p>The email subject line should include</p> <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting <p>Example: Jane Doe-Chapter 1-Assignment 1</p>
Body of Email:	<p>The body of the email must include your instructor's name, room number, and class period.</p> <p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the assignments attached as listed in the syllabus.</p>

CM192B Evening Schedule

6 WEEK	3 WEEK	ASSIGNMENT
Week 1	Week 1	Assignment 1 Access 1
Week 2		Assignment 2-3 Access 2 and 3
Week 3	Week 2	Assignment 4-5 PowerPoint 1 and 2
Week 4		Assignment 6 PowerPoint 3
Week 5	Week 3	FINAL
Week 6		FINAL