

CLASS NUMBER AND NAME:	<b>CM310B—ADVANCED OFFICE ACCESS AND POWERPOINT</b>
TOTAL CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion CM310A—Advanced Office: Word/Excel
TEXT AND MATERIALS:	<i>Microsoft Office 2007 Advanced Concepts and Techniques</i> , Shelly, Cashman and Vermaat, Thomson Course Technology, 2007  USB Drive
CLASS DESCRIPTION:	This class provides hands-on experience with advanced Microsoft Access and PowerPoint along with the rationale for applying them to different situations. Topics include creating reports and forms; creating and testing macros to use in a switchboard system; adding PivotTables and PivotCharts to a database; using SQL (Structured Query Language) to update a database; creating a presentation with custom backgrounds and information graphics.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the students with database concepts and presentation functions including sharing data among programs.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating databases and presentations using Microsoft Access and PowerPoint.
METHOD OF INSTRUCTION:	Students are required to complete and turn in all assignments for grading. Each assignment includes more than one exercise and/or set of problems. Each assignment <u>must</u> contain all of the exercises and problems listed for credit to be received. Any incomplete assignments will be returned to the student to be completed. Students are also required to complete the final project/exam.
ATTENDANCE:	Although this class is in a lab setting, attendance is required.

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 prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

TESTING:

There will be a final project/exam at the end of this class. The project/exam will evaluate the student’s ability to apply his or her proficiency in Access and PowerPoint.

FINAL GRADE:

Final grades are calculated 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.

**The final grade will be the result of all work submitted (65 percent), questions (10 percent), and the final project/exam (25 percent).**

- 90 – 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 50 - 0% = F

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the advanced fundamentals of Microsoft Access, which will include tables, reports, and queries.
2. Create advanced slide show presentations using the PowerPoint features.
3. Utilize object linking and embedding.

## ADVANCED OFFICE—Access and PowerPoint—CM310B

Do not delete your assignments. 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.

**Data Files:** Create a folder on your USB drive to store your files.

- Enter the Web address: **http://www.scsite.com**
- Choose Office Suites
- Microsoft Office 2007
- Choose your book
- Data Files
- Run
- Run
- Browse to find the folder you created on your USB drive
- Select your USB drive
- OK
- Unzip

The textbook is written for Windows Vista. In the labs at Empire College, you are still using Windows XP; therefore, some of the examples might look slightly different.

<b>Week 1</b>	<p style="text-align: center;"><b>Access Chapter 4 Creating Reports and Forms</b></p> <hr/> <p style="text-align: center;"><b>Skip the header on the Access Assignments</b></p> <p>Read and complete <b>Chapter 4, Creating Reports and Forms In the JSP Recruiters Database</b>, AC 234 to AC 284.</p> <p><input type="checkbox"/> <b>JSP Recruiters, AC-284</b></p> <p><input type="checkbox"/> <b>Complete End of the Chapter Questions in SAM. Instructions attached.</b></p> <p><b>For detailed help or 24/7 technical assistance, use the links in SAM.</b></p>
<b>Week 2</b>	<p style="text-align: center;"><b>Access Chapter 5 Multi-Table Forms</b></p> <hr/> <p>Read and complete <b>Chapter 5, Multi-Table Forms in the JSP Recruiters Database</b>, AC 298 to AC 347.</p> <p><input type="checkbox"/> <b>JSP Recruiters, AC 347</b></p> <p><input type="checkbox"/> <b>Complete End of the Chapter Questions in SAM. Instructions attached.</b></p>

<b>Week 3</b>	<p style="text-align: center;"><b>Access Chapter 6</b> <b>Using Macros, Switchboards, PivotTables, and PivotCharts</b></p> <hr/> <p>Read and complete <b>Chapter 6, Using Macros, Switchboards, PivotTables, and PivotCharts</b>, AC 362 to AC 413. Special Instructions: <b>Please note instruction 1 on page AC379 refer to the table on pages AC376 and AC377 (not AC372 and AC373 as stated in the book).</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> JSP Recruiters, AC 413</li> <li><input type="checkbox"/> Complete End of the Chapter Questions in SAM</li> </ul>
<b>Week 4</b>	<p style="text-align: center;"><b>PowerPoint Chapter 3</b> <b>Creating a Presentation with Custom Backgrounds and SmartArt Diagrams</b></p> <hr/> <p>Read and complete <b>Chapter 3, Creating a Presentation with Custom Backgrounds and SmartArt Diagrams</b>, PPT 162 to PPT 214.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Science slides in handout format, PPT 212</li> </ul> <p>Read and complete <b>Chapter 3, In the Lab 2, Creating a Presentation by Inserting and Outline and SmartArt</b>, PPT 220 to PPT 221.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mythology slides in handout format, PPT 220</li> <li><input type="checkbox"/> Complete End of the Chapter Questions in SAM</li> </ul>
	<p style="text-align: center;"><b>PowerPoint Chapter 4</b> <b>Working with Information Graphics</b></p> <hr/> <p>Read and complete <b>Chapter 4, Working with Information Graphics</b>, PPT 226 to PPT 283.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nutrition slides in handout format, PPT 282</li> </ul> <p>Read and Complete <b>Chapter 4, In the Lab 1, Inserting and Formatting a Clip and Chart</b>, PPT 289 to PPT 290.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> United States Land slides in handout format, PPT 289</li> <li><input type="checkbox"/> Complete End of the Chapter Questions in SAM</li> </ul> <hr/>

<b>Week 5</b>	<p style="text-align: center;"><b>PowerPoint Collaboration Feature Collaborating on and Delivering Presentations</b></p> <hr/> <p>Read and complete <b>PowerPoint Collaboration Feature</b>, PPT 298 to PPT 321 stopping at Package a Presentation for Storage on PPT 321.</p> <p style="padding-left: 40px;"><input type="checkbox"/> <b>Recreational Biking Show slides in handout format, PPT 317</b></p>
<b>Week 5</b>	<p style="text-align: center;"><b>FINAL EXAM</b></p> <hr/> <p>Read and complete <b>Chapter 4, Extend Your Knowledge</b>, AC 287 to AC 288.</p> <p style="padding-left: 40px;"><input type="checkbox"/> <b>Plant database, AC-288</b></p> <p>Read and complete <b>Chapter 5, Extend Your Knowledge</b>, AC 350 to AC 351.</p> <p style="padding-left: 40px;"><input type="checkbox"/> <b>Alyssa Ashton College database, AC 351</b></p> <p>Read and complete <b>Chapter 4, In the Lab 2, Creating a Presentation by Inserting a Table and Chart</b>, PPT 290 to PPT. 291.</p> <p style="padding-left: 40px;"><input type="checkbox"/> <b>Fitness Center slides in handout format, PPT 291</b></p>

## CM310B Evening Schedule

<b>Evening Schedule</b>		
<b>6-Week</b>	<b>3-Week</b>	
<b>Week 1</b>	<b>Week 1</b>	Assignment 1
<b>Week 2</b>		Assignment 2
<b>Week 3</b>	<b>Week 2</b>	Assignment 3
<b>Week 4</b>		Assignment 5
<b>Week 5</b>	<b>Week 3</b>	Assignment 6
<b>Week 6</b>		Final

## Submitting Documents for Grading by Email

<b>Email address:</b>	<a href="mailto:CM310B@empirecollege.com">CM310B@empirecollege.com</a> (The course number for the class followed by @empirecollege.com)
<b>Attach:</b>	<b>Attach all documents for the assignment to an email and send to <a href="mailto:CM310B@empirecollege.com">CM310B@empirecollege.com</a>.</b> <ul style="list-style-type: none"><li>• <b>One assignment per email.</b></li></ul>
<b>Subject Line:</b>	<b>The email subject line should include:</b> <ul style="list-style-type: none"><li>• <b>Your first and last name</b></li><li>• <b>Chapter number</b></li><li>• <b>Assignment number you're submitting</b></li></ul> <b>Example: Jane Doe-Chapter 1-Assignment 1</b>
<b>Body of Email:</b>	<b>The body of the email must list all documents attached for grading.</b>

## 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 required questions. Use your Empire College email address:—(bettysmith@empirecollege.com).
- Write down your username and password
- **Username:** \_\_\_\_\_
  - Use your first and last name all lower case: **bettysmith**
- **Password:** \_\_\_\_\_
  - The password should be your last name and student number: smith09J
- 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.

## 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.