

CLASS NUMBER AND NAME:	<b>CM310D—POST-ADVANCED OFFICE: ACCESS AND POWERPOINT</b>
TOTAL CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM310B—Advanced Office: Access and PowerPoint
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 post-advanced features in Microsoft Access and PowerPoint along with the rationale for applying them to different situations. This class is designed to prepare the student for the MCAS certification preparation classes. Students will gain experience creating and working with a variety of Access and PowerPoint features: advanced reports; advanced and multipage forms; administering a database system; revising a PowerPoint presentation; and importing files from Microsoft Office Online.
CLASS OBJECTIVE:	The objectives are to familiarize the students with database concepts, provide a working knowledge of presentation functions, and share data among programs. Guidelines are based on MCAS certification objectives.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating databases and presentations using Access and PowerPoint.
METHOD OF INSTRUCTION:	Students are required to complete and submit all assignments for grading. Each assignment may include 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 required to take the final exam/project.
ATTENDANCE:	This course is a lab class and attendance is required.
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 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 at the end of this class. The project will evaluate the student’s ability to apply his or her proficiency in Access and PowerPoint.

**FINAL GRADE:**

The grade for this class will be based upon the graded assignments including end of chapter questions, lessons, and final.

You 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.

The final grade will be the result of assignments (65 percent), questions (10 percent), and the final (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 more advanced fundamentals of Microsoft Access, which will include tables, reports, and queries.
2. Create more advanced slide show presentations using the PowerPoint program.
3. Utilize object linking and embedding.

## Post-Advanced Access and PowerPoint 2007

**Do not delete your assignments. Some of the files will be used for other computer courses and for your online 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.

<p><b>WEEK 1</b></p>	<p style="text-align: center;"><b>Access—Project 7</b></p> <p>Read and complete <b>Project 7, JSP Recruiters (from CM 192B)</b>, AC 461 to AC 508.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JSP Recruiters database, AC 508</b></li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul>
<p><b>WEEK 2</b></p>	<p style="text-align: center;"><b>Access—Project 8</b></p> <p>Read and complete <b>Project 8, Advanced Form Techniques</b>, AC 522 to AC 586.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JSP Recruiters database, AC 586</b></li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul>
	<p style="text-align: center;"><b>Access—Project 9</b></p> <p>Read and complete <b>Project 9, Administering a Database System</b>, AC 602 to AC 665.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JSP Recruiters database, AC 665</b></li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul>
<p><b>WEEK 3</b></p>	<p style="text-align: center;"><b>PowerPoint—Project 5</b></p> <p>Read and complete <b>Project 5, Reusing a Presentation with Multimedia</b>, PPT 330 to PPT 365.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Energy Savings, PPT 364</b></li> </ul> <p>Read and complete <b>Project 5, In the Lab 1, Inserting a Clip, Pictures and Sound</b>, PPT 370.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Recycling, PPT 370</b></li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul>
<p><b>WEEK 4</b></p>	<p style="text-align: center;"><b>PowerPoint—Project 6</b></p> <p>Read and complete <b>Project 6, Creating a Self-Running Presentation Containing Animated Shapes</b>, PPT 378 to PPT 434.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Revised Feng Shui, PPT 433</b></li> </ul>

	<p>Read and complete <b>Project 6, In the Lab 1, Removing Changing, and Adding Animations</b>, PPT 440.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Revised Maslow</b>, PPT 440</li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul> <hr/> <p style="text-align: center;"><b>PowerPoint—Online Feature</b></p> <p>Read and complete the <b>Online Feature, Importing Files from the Microsoft Office Online Web Site</b>, PPT 448 to PPT 492.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Arbor Day, regional trees</b>, Beautification Committee, PPT 477</li> <li><input type="checkbox"/> <b>Arbor Day revised macro</b>, PPT 489</li> </ul> <p>Read and complete <b>Project 7, In the Lab 1, Inserting Photographs in a Tables and Adding Narration</b>, PPT 493 to PPT 494.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Pruning</b>, PPT 494</li> <li><input type="checkbox"/> <b>SAM Questions</b></li> </ul>
<b>WEEK 5</b>	<p><b>FINAL</b></p> <p>Read and complete <b>Project 6, In the Lab 2, Stress Awareness</b>, PPT 441.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Revised Stress</b>, PPT 441</li> </ul> <p>Read and complete <b>Project 6, In the Lab 3, Student Credit</b>, PPT 443.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Student Credit</b>, PPT 443</li> </ul> <p>Read and complete <b>Project 7, Extend your Knowledge, Smith Recruiters</b>, AC 515.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Your last name Recruiters database</b>, AC 515</li> </ul> <p>Read and complete <b>Project 8, Extend your Knowledge, Chapter 8_your last name Recruiters</b>, AC 590.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Your last name Recruiters database</b>, AC 590</li> </ul> <p>Read and complete <b>Project 9, Extend your Knowledge, Chapter 9_your last name Recruiters</b>, AC 667.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Your last name Recruiters database</b>, AC 667</li> </ul>

## Microsoft Certified Application Specialist

Your next classes will be designed for MCAS (Microsoft Certified Application Specialist) certification. These certifications will demonstrate to employers your advanced understanding of Microsoft Office 2007. Empire College is a certified testing site and will be administering the test to you in the certification preparation classes. Please use your Shelly Cashman Office 2007 books (Course One, Course Two, and Course Three) as a reference for certification preparation. Refer to **Appendix G** in your text for more details.

Go to the [scsite.com/off2007/cert](http://scsite.com/off2007/cert) to find more information on the certification.

# CM310D 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 4-5
<b>Week 5</b>	<b>Week 3</b>	Assignment 6-7
<b>Week 6</b>		Final Project

# Submitting Documents for Grading by Email

<b>Email address:</b>	<a href="mailto:CM310D@empirecollege.com">CM310D@empirecollege.com</a> (The course number for the class followed by @empirecollege.com)
<b>Attach:</b>	<b>Attach (all documents for each assignment number) to an email written to <a href="mailto:CM310D@empirecollege.com">CM310D@empirecollege.com</a>.</b> <ul style="list-style-type: none"><li>• <b>One email per assignment number</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. Please see the check list.</b> <b>There should be one email per assignment with all of the documents attached as listed in the syllabus.</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:

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(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; example: 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 (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.