

CLASS NUMBER AND NAME:

CMN192B—OFFICE: An Overview of Access and PowerPoint

TOTAL CLOCK HOURS/UNITS:

24 HOURS/1 UNIT

PREREQUISITE:

CMN192A—Office: An Overview of Word and Excel

TEXT AND MATERIALS:

GO! Office 2013 Volume 1. *Gaskin. Pearson Education, 2014. (ISBN 9780133142662)*

USB drive and headphones

CLASS DESCRIPTION:

This class provides hands-on experience with Access databases, PowerPoint slide shows, and the integration of Microsoft Office programs. 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 2013.

CLASS FORMAT OVERVIEW:

Students will create tables, queries, forms, and reports using Access 2013, slide presentations using PowerPoint 2013, 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.

REQUIREMENTS:

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

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:

The grade for this class will be an average of all of the assignments submitted for each chapter.

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:	The grade for this class will be an average of all of the assignments submitted.
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 an average of all of the assignments submitted.
ANTICIPATED LEARNING OUTCOMES:	By the end of this course, the student will: <ol style="list-style-type: none">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. Create a query using two tables and adding a calculated field to the table.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.

Instructions for Downloading Files for Textbook Assignments

Create a folder on your USB drive—Access and PowerPoint 2013

You can locate the files on the Z drive in the Empire College computer labs.

OR

Using **CHROME**, log into: http://wps.prenhall.com/bp_go_office_2013_vol1

Student data files

1. Select Access Chapter 1
2. Starting with Access Chapter 1 button at the bottom of the screen, click the drop-down arrow and choose Open
3. Click once on a01_student_data_files
4. Select Extract all Files on the Menu bar
5. Browse to find the Access_PowerPoint 2013 folder on your USB drive
6. Select the folder
7. OK
8. Extract. Do you want to copy without encryption? Click yes, if this message appears. Skip the MAC files.
9. Close the window when finished downloading.

Repeat Steps 1-9 for Access Chapters 2, 3, and PowerPoint Chapters 1, 2, and 3

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 for Office 2013

To Register for CMN192B

1. Go to www.pearsonmylabandmastering.com
2. Under Register, select Student
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor's course ID: **ott45596** and Continue
5. Enter your existing Pearson account username and password to Sign In.
You have an account if you ever used a Pearson MyLab & Mastering product, such as MyMathLab.
If you don't have an account, select Create and complete the required fields.
6. Select an access option.
 1. Enter the access code that came with your textbook (orange cardboard).
7. From the You're Done! Page, select Go To My Courses
8. On the My Courses page, select the course name CMN192B—Access/PowerPoint and look for the course ID listed on your syllabus.
9. If you have not completed Chapter 1 in the textbook, close MyITLab and complete the textbook assignments and then log in and begin with Chapter 1 in MyITLab.

To sign in later using Chrome:

1. Go to www.pearsonmylabandmastering.com
2. Select Sign In
3. Enter your username and password, and Sign In
4. Select the course name CMN192B—Access/PowerPoint and look for the course ID listed on your syllabus.
5. Select Access Chapter 1
6. Open activity 1A
7. **Click on the** “learning Aids” button on the bottom right of the screen.
8. **There are three options to complete for each task: Read, Watch, and Practice**
9. Follow the instructions at the bottom of the screen. You can either save for later or submit if finished.
10. Repeat for activity 1B

GRADER PROJECT

To complete the Grader project:

Step A: Download and print the instructions. Use the same process to download the files you used when you downloaded the student files.

Step B: Download each of the student files. DO NOT change the file names.

Step C: Complete the assignment. If you do not complete the assignment in one sitting, you can save and open again to complete the assignment.

Step D: Upload Completed File, choose file, and Upload.

Step E: FINISH: Submit for Grading. You should receive a confirmation message that the file has been successfully submitted. You can submit your Grader assignment 2 times and the best score will be recorded.

To view your submission, locate your assignment in the Grades area. Hoover over the assignment name or grade. Click the arrow to the right to open the Options menu. Click View Submissions, which will display the details of your submission. You can also download submission with Live Comments to see how many points you lost and why.

The online interactive Student User Guide with detailed instructions and graphics is available on this page in the upper right top corner under Help and Support then User Guide.

Access Chapter 1

Complete **Access Chapter 1** textbook projects below. To submit your textbook projects, attach **1A** and **1B** to an email addressed to the grader at CMN192B@empirecollege.com (**DO NOT USE YAHOO MAIL**). 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.

- Textbook** Project 1A—**Advising**—pg. 488-517 (email)
- Textbook** Project 1B—**Student Workshops**—pg. 520-531 (email)

- MyITLab** Project 1A
- MyITLab** Project 1B

You have two attempts to submit the Graded Projects. The instructions on how to use MyITLab are located at the beginning of the syllabus, or ask for assistance.

- MyITLab** Grader Project Access 1A

Access Chapter 2

Complete **Access Chapter 2** textbook projects below. To submit your textbook projects, attach **2A** and **2B** to an email addressed to the grader at CMN192B@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.

- Textbook** Project 2A—**Instructors Courses**—pg. 562-584 (email)
- Textbook** Project 2B—**Athletes Scholarships**—pg. 587-609 (email)

- MyITLab** Project 2A
- MyITLab** Project 2B

- MyITLab** Grader Project Access 2A

Access Chapter 3

Complete **Access Chapter 3** textbook projects below. To submit your textbook projects, attach **3A** and **3B** to an email addressed to the grader at CMN192B@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.

- Textbook** Project 3A—**Students Majors**—pg. 642-663 (email)
- Textbook** Project 3B—**Job Openings**—pg. 666-681 (email)

- MyITLab** Project 3A
- MyITLab** Project 3B

- MyITLab** Grader Project Access 3A

PowerPoint Chapter 1

Complete **PowerPoint Chapter 1** textbook projects below. To submit your textbook projects, attach **1A** and **1B** to an email addressed to the grader at CMN192B@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.

- Textbook** Project 1A—**KWT Overview**—pg. 716-731 Step 6 (email)
- Textbook** Project 1B—**Seattle**—pg. 737-750 Step 3 (email)

- MyITLab** Project 1A
- MyITLab** Project 1B

- MyITLab** Grader Project PowerPoint 1A

PowerPoint Chapter 2

Complete **PowerPoint Chapter 2** textbook projects below. To submit your textbook projects, attach **2A** and **2B** to an email addressed to the grader at CMN192B@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.

- Textbook** Project 2A—**Safety**—pg. 776-794 Step 4 at top of the page (email)
- Textbook** Project 2B—**Celebrations**—pg. 798-808 (email)

- MyITLab** Project 2A
- MyITLab** Project 2B

- MyITLab** Grader Project PowerPoint 2A

PowerPoint Chapter 3

Complete **PowerPoint Chapter 3** textbook projects below. To submit your textbook projects, attach **3A** and **3B** to an email addressed to the grader at CMN192B@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.

- Textbook** Project 3A—**Trails**—pg. 830-845 Step 3 at the top of the page (email)
- Textbook** Project 3B—**Enrollment**—pg. 850-862 Step 4 (email)

- MyITLab** Project 3A
- MyITLab** Project 3B

- MyITLab** Grader Project PowerPoint 3A

FINAL

Please email the grader at CMN192B@empirecollege.com and your instructor when you have completed all of your assignments. Congratulations on finishing your class!