

### وزارة التعليم العالي

## جامعة الأمير سلطان

كلية علوم الحاسب والمعلومات

##### Ministry of Higher Education

#### Prince Sultan University

College of Information & Computer Science

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| **Course** | CMP012 – Computer Orientation II | | | |
| **Semester** | Year 2015/2016 – Semester 2 (152) | | | |
| **Credits** | 1 (0,2,0) | | | |
| **Prerequisite** | CMP011 | | | |
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| **Course Description** | This course complements the CMP011 course. Its main objective is to provide students with the advanced computer skills which they need to use during their university study and future careers. The course covers some advanced topics in Presentation tools and introduces database concepts and how to use Database Management System tools. It is a lab-based course. Hence, students are expected to learn by doing. | | | |
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| **Textbook** | **Title**: Microsoft Access 2013 Introductory  **Author**: Joseph J. Adamski  **Publisher**: Course Technology, Cengage learning, 2013  **ISBN**: 978-128516936-1 | | | |
| **Reference Book** | Go! Office 2013 – Volume 1, by Gaskin, Vargas and McLellan  SBN 10: 0-13-314266-3 | | | |
| **(MS Power Point)** | Pearson - ISBN 10: 0-13-314266-3  ISBN 10: 0-13-314266-3 | | | |
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| **Course Objectives** | * Learn to use advanced techniques of MS-PowerPoint 2013. * Learn to publish presentations to the Web. * Learn to use MS-Access 2013 as a Database Management System Tool. * Delivering a project among a team to design, implement and utilize a database. | | | |
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| **Grading Policy** | * Major1 – Power Point (Practical) * Assignment (Practical) * Quiz (Practical) * Major2 - Access (Practical) * Attendance * Final Exam (Practical) | | | 20%  5%  10%  20%  5%  40% |
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| **Attendance Policy** | * Attendance is very important (8 absences or more will result in a DN). * No Medical or Social excuses will be accepted. | | | |
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| **IMPORTANT DATES** | | | | |
| **Exams** | **Major1**  **Quiz**  **Major2**  **Final exam** | 21/02/2016 and 22/02/2016  06/04/2016 and 07/04/2016  27/04/2016 and 28/04/2016  From 10/05/2016 to 26/05/2016 | M.S. PowerPoint  M.S. Access - Tutorials 1 and 2  M.S. Access - Tutorials 1, 2 and 3  M.S. Access - Comprehensive | |

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| **Course Schedule** | | |
| **Week No** | ***Topic to be covered*** | **Hours** |
| **1 (17/01/2016)** | Course Outline | **2** |
| **2 (24/01)** | **Chapter 1** Getting Started with Microsoft PowerPoint   * *Objective 1* Create a New Presentation   + Creating a new presentation and identifying parts of the PowerPoint window   + Entering presentation text   + Applying a presentation theme * *Objective 2* Edit a Presentation in Normal View   + Inserting a new slide   + Increasing and decreasing list levels   + Adding speaker notes to a presentation * *Objective 3* Add Pictures to a Presentation   + Inserting a picture from a file   + Applying a style to a picture * *Objective 4* Print and View a Presentation   + *Viewing a slide show*   + Inserting headers and footers in slide handouts   + Inserting slide numbers on slides * *Objective 5* Edit an Existing Presentation   + Inserting slides from an existing presentation   + Deleting and moving a slide | **2** |
| **3 (31/01)** | * *Objective 6* Format a Presentation   + Changing line spacing   + Changing the slide layout * *Objective 7* Use Slide Sorter View   + *Deleting slides in slide sorter view*   + Moving a single slide in slide sorter view * *Objective 8* Apply Slide Transitions   + *Applying slide transition to a presentation*   + Setting slide transition timing option   **Chapter 2** Formatting PowerPoint Presentations   * *Objective 1* Format Numbered and Bulleted Lists   + - Changing a bulleted list to a numbered list * *Objective 3* Insert Text Boxes and Shapes   + - *Inserting a text box*     - Inserting and sizing a shape     - Adding text to shapes * *Objective 4* Format Objects   + - *Adding shape fills and outlines*     - Grouping objects * Working with Master Slides * Hyperlinks | **2** |
| **4 (07/02)** | * *Objective 5* Insert WordArt * Applying WordArt styles to existing text * Changing the text fill and text outline colors of a WordArt object * Inserting and aligning a WordArt object * Adding text effects to a WordArt * *Objective 6* Create and Format a SmartArt Graphic * Creating a SmartArt graphic from bulleted points * Adding shapes in a SmartArt graphic * Inserting a SmartArt graphic using a content layout * Inserting pictures and text in a SmartArt graphic * Changing the size and shape of SmartArt elements * Changing the SmartArt layout * Changing the color and size of a SmartArt graphic * Converting a SmartArt to text   **Chapter 3** Enhancing a Presentation with Animation, Tables, and Charts   * *Objective 2* Animate a Slide Show * Applying animation entrance effects and effect option * Reordering animation * Setting animations start option * Setting animation duration and delay timing options * Removing animation | **2** |
| **5 (14/02)** | * *Objective 4* Create and Modify Tables * Creating a table * Inserting rows and columns in a table * Sizing a table * Distributing rows and aligning table text * Applying and modifying a table style * *Objective 5* Create and Modify Charts * Inserting a column chart * Entering chart data * Applying a chart style and modifying chart elements * Creating a line chart and deleting chart data * Formatting a line chart * Animating a chart * Custom shows * Rehearsing timings * Saving a presentation as a show / PDF | **2** |
| **6 (21/02)** | **Major 1**  **MS Access - Tutorial 1 - Session 1.1**   * Introduction to Database Concepts * Starting Access and Creating a Database * Creating a Table in Datasheet View * Closing a Table and Exiting Access | **2** |
| **7 (28/02)** | **MS Access - Tutorial 1 - Session 1.2**   * Copying Records from Another Access Database * Navigating a Datasheet * Creating a Simple Query * Creating a Simple Form * Creating a Simple Report * Viewing Objects in the Navigation Pane * Using Microsoft Access Help * Managing a Database | **2** |
| **8 (06/03)** | **MS Access - Tutorial 2 - Session 2.1**   * Guidelines for Designing Databases * Guidelines for Setting Field Properties * Creating a Table in Design View * Modifying the Structure of an Access Table * Modifying Field Properties | **2** |
| **(13/03) Spring Break** | | |

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| **9 (20/03)** | **MS Access - Tutorial 2 - Session 2.2**   * Adding Records to a New Table * Importing Data from an Excel Worksheet * Creating a Table by Importing an Existing Table Structure * Adding Fields to a Table Using the Data Type Gallery * Modifying the Imported Table * Setting the Default Value Property for a Field * Adding Data to a Table by Importing a Text File * Defining Table Relationships | | | | **2** |
| **10 (27/03) Q** | **MS Access - Tutorial 3 - Session 3.1**   * Updating a Database * Introduction to Queries * Creating and Running a Query * Updating Data Using a Query * Creating a Multi-table Query   Sorting Data in a Query, Filtering Data | | | | **2** |
| **11 (03/04)** | **Review Assignment**  **Quiz** | | | | **2** |
| **12 (10/04)** | **MS Access - Tutorial 3 - Session 3.2**   * Defining Record Selection Criteria for Queries * Defining Multiple Selection Criteria for Queries * Changing a Datasheet’s Appearance * Creating a Calculated Field * Using Aggregate Functions * Working with the Navigation Pane | | | | **2** |
| **13 (17/04) M** | **MS Access - Tutorial 4 - Session 4.1**   * Creating a Form Using the Form Wizard * Modifying a Form’s Design in Layout View * Navigating a Form, finding Data Using a Form * Maintaining Table Data Using a Form * Previewing and Printing Selected Form Records   Creating a Form with a Main Form and a Subform | | | | **2** |
| **14 (24/04)** | **Review Assignment**  **Major2** | | | | **2** |
| **15 (01/05)** | **MS Access - Tutorial 4 - Session 4.2**   * Creating a Report Using the Report Wizard * Modifying a Report’s Design in Layout View * Using Conditional Formatting in a Report | | | | **2** |
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| * **Q: A quiz will take place during this week.** * **M: A major exam will take place during this week.** | | | | | |
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| **Lecturer** | **Ahmad Sabir** | **Office** | **MEGDAM** | **Telephone** | **494-8283** |
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| **Director** | **Dr. Mohammad Zarour** | | | **Telephone** |  |