

CLASS NUMBER AND NAME:	<b>CMN310W—Comprehensive Word (2016)</b>
TOTAL CLOCK HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITE:	CMN192A—Office: An Overview of Word & Excel
TEXT AND MATERIALS:	<i>GO! Word 2016 Comprehensive</i> . Gaskin & Vargas. Pearson Education, 2017. (ISBN: 978-0-13-444391-1)  USB drive and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with advanced features of Microsoft Word. Topics include document presentation, collaboration, research, document productivity, and tables. After completing this course, the student will be prepared for the MOS certification prep course and exam.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the student with a variety of word-processing documents and a working knowledge of Word functions, macros, business documents, newsletters, and tables.
CLASS FORMAT OVERVIEW:	This class is in a lab setting.
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 submit 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 to receive credit. Any incomplete assignments will be returned to the student to be completed.
TESTING:	There is a graded project at the end of each chapter.
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 prohibit 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.

**GRADING POLICY:**

Students will receive a grade for the work completed at the end of the module.

**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

**FINAL GRADE:**

The final grade will be the result of completing all of the assignments including textbook and online requirements as stated in the syllabus.

**ANTICIPATED LEARNING  
OUTCOMES:**

By the end of this course, the student will:

1. Acquire a comprehensive working knowledge of Word 2016.
2. Create, format, and edit documents using styles.
3. Create a research paper with references and sources.
4. Create business letters and templates.
5. Create documents with a title page, lists, tables, and watermarks.
6. Perform a mail merge.
7. Create a newsletter with pull-quotes and graphics.
8. Use document collaboration, integration, and charting tools.
9. Create a reference document with a table of contents and index.
10. Create online forms and macros.

## **Instructions for Downloading Files for Textbook Assignments**

Create a Word Comprehensive 2016 folder in your Documents folder or on your flash drive.

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

OR

Using Chrome, log into: [www.pearsonhighered.com/go](http://www.pearsonhighered.com/go)

On the left side menu under Narrow your Choices, choose Word

Select GO! with Microsoft Word 2016: Comprehensive

Select Download Data Files

**(If you have not completed CMN192A Word/Excel, begin with Chapter 1)**

1. Select Word chapter 4
2. On the button at the bottom of the screen, click the drop-down arrow and choose Open
3. Click once to select w04\_student\_data\_files
4. Select Extract all Files on the Menu bar
5. Browse to find the Word Comprehensive 2016 folder in your Documents folder
6. Select the folder
7. OK
8. Extract
9. Do you want to copy without encryption? Click YES and Skip the MAC files
10. Close the window when finished downloading

Repeat Steps 1-10 for Word Chapters 5-12

**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 2016

### To Register for CMN310W

1. Using Chrome, enter the URL: [www. MyITLab.com](http://www.MyITLab.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 **ott16732**, 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  
On the My Courses page, select the course name CMN310W—Word 2016 and course ID listed above on your syllabus.
8. If you have not completed Chapter 4 in the textbook, close MyITLab and complete the textbook assignments first, then log in and begin with Chapter 4 in MyITLab.

### Login using Chrome after completing the registration process:

1. Go to [www.myitlab.com](http://www.myitlab.com)
2. Select Sign In
3. Enter your username and password, and Sign In  
Select the course name CMN310W—Word 2016 and course ID listed above on your syllabus
4. Select Word Chapter 4
5. Open Simulation 4A
6. **Click on the** “learning Aids” button on the bottom right of the screen.
7. **There are three options to complete for each task: Read, Watch, and Practice**
8. Follow the instructions at the bottom of the screen. You can either save for later or submit.
9. Repeat for Simulation 4B

## GRADER PROJECT

### To complete and view 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.**

This course works best if you are using your own laptop, as many of the assignments ask you to save a Template or Quick Parts.

### **Word Chapter 1 (Skip to Chapter 4 if you have completed CMN192A Word/Excel)**

Complete **Word Chapter 1** textbook projects below. To submit your textbook projects, attach **BOTH 1A and 1B** to an email addressed to the grader at [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

**Use CMN310W for the Subject for the Tags in "Show All Properties"**

- Textbook Project 1A—Flyer**—pg. 58-76 (email)
- Textbook Project 1B—Programs**—pg. 79-98 (email)
  
- MyITLab Project 1A**
- MyITLab Project 1B**

**You have two attempts to submit the Graded Projects. The instructions on how to view your submission are on page 5.**

- MyITLab Word Chapter 1 Grader Project**

### **Word Chapter 2 (Skip if you have taken CMN192A Word/Excel)**

Complete **Word Chapter 2** textbook projects below. To submit your textbook projects, attach **BOTH 2A and 2B** to an email addressed to the grader at [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

- Textbook Project 2A —Resume**—pg. 122-134 (email)
- Textbook Project 2B—Cover Letter**—pg. 140-155 Step 9 (email)

**Save the template to your Documents folder.**

- MyITLab Project 2A**
- MyITLab Project 2B**
  
- MyITLab Word Chapter 2 Grader Project**

### **Word Chapter 3 (Skip if you have taken CMN192A Word/Excel)**

Complete **Word Chapter 3** textbook projects below. To submit your textbook projects, attach **BOTH 3A and 3B** to an email addressed to the grader at [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

- Textbook Project 3A—Quantitative Technology**—pg. 180-195 (email)
- Textbook Project 3B—Environmental Newsletter**—pg. 201-224 (email)
  
- MyITLab Project 3A**
- MyITLab Project 3B**
  
- MyITLab Word Chapter 3 Grader Project**

### Word Chapter 4 (Start here if you have completed CMN192A Word/Excel)

Complete **Word Chapter 4** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

Use **CMN310W** for the Subject for the Tags in “Show All Properties”

#### Textbook

- Chapter 4A—**Customer Handout**—pg. 254-271 (email)
- Chapter 4B—**Planning Memo**—pg. 272-287 (email)
  
- MyITLab** Chapter 4 **Simulation A & B**
- Grader Project 4**

### Word Chapter 5

Complete **Word Chapter 5** in the textbook and submit A for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

#### Textbook

- Chapter 5A—**Product Summary**—pg. 310-331 (email)
  
- MyITLab** Chapter 5 **Simulation A & B**
- Grader Project 5**

### Word Chapter 6

Complete **Word Chapter 6** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

#### Textbook

- Chapter 6A—**February Newsletter**—pg. 372-387 (email)  
**If you are using the computer lab, you must complete this assignment in one class period.**
  
- Chapter 6B—**Schedule Combined Document**—pg. 388-406 (email)
  
- MyITLab** Chapter 6 **Simulation A & B**
- Grader Project 6**

### Word Chapter 7

Complete **Word Chapter 7** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

#### Textbook

- Chapter 7A—**Webpage Blog**—pg. 428-438 Stop after Step 8(email)
- Chapter 7B—**FAQ List**—pg. 445-460 Step 9 (email)
  
- MyITLab Chapter 7 Simulation A & B**
- Grader Project 7**

### Word Chapter 8

Complete **Word Chapter 8** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

#### Textbook

- Chapter 8A—**Letters Merged**—pg. 484-497 Step 13(email)
- Chapter 8B—**Postcards Merged**—pg. 498-509 Step 10 (email)
  
- MyITLab Chapter 8 Simulation A & B**
- Grader Project 8**

### Word Chapter 9

Complete **Word Chapter 9** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

#### Textbook

- Chapter 9A—**Survey Completed**—pg. 534-552 Step 12 (email)
- Chapter 9B—**Moving Agreement**—pg. 553-568 (email)
  
- MyITLab Chapter 9 Simulation A & B**
- Grader Project 9**



## Word Chapter 10

Complete **Word Chapter 10** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

### Textbook

- Chapter 10A—**Autumn Schedule**—pg. 594-613(email)
- Chapter 10B—**Reference Guide**—pg. 614-633 Step 7(email)
  
- MyITLab Chapter 10 Simulation A & B**
- Grader Project 10**

## Word Chapter 11

Complete **Word Chapter 11** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

### Textbook

- Chapter 11A—**Survey Memo**—pg. 656-668 Step 10 (email)
- Chapter 11B—**Fair Flyer**—pg. 670-679 (email)
- Chapter 11B—**Fair Memo**—pg. 680-683 Step 7 (email)
  
- MyITLab Chapter 11 Simulation A & B**
- Grader Project 11**

## Word Chapter 12

Complete **Word Chapter 12** in the textbook and submit **BOTH** A and B together for grading to [CMN310W@empirecollege.com](mailto:CMN310W@empirecollege.com). Your subject line must include your first and last name, the assignment number, and the version of software you are using (2013 or 2016). The body of the email must include your instructor's name, room number, and day or evening.

### Textbook

- Chapter 12A—**Planning Presentation**—pg. 706-712 Step 3 (email)
- Chapter 12A—**Park Brief**—pg. 717-720 Step 5 (email)
- Chapter 12B—**Park Brochure**—pg. 721-734 (email)

**There is no MyITLab assignment for Chapter 12**

**When you have completed all of your assignments, please email the grader and your instructor to let them know you are finished.**

**Your next class should be the Word Cert Prep class—CMN320A.  
Great job on completing the class!**