

CLASS NUMBER AND NAME:	<b>CMN192A—OFFICE: An Overview of Word and Excel (2016)</b>
TOTAL CLOCK HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITE:	CMN127A—Beginning Keyboarding or equivalent
TEXT AND MATERIALS:	<i>GO! Office 2016 Volume 1.</i> Gaskin. Pearson Education, 2017. (ISBN 978-0-13-452659-1)  USB (optional) and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with Microsoft Word and Excel 2016 in addition to online projects. The student will gain experience creating and working with a variety of documents, spreadsheets, charts and the integration of Word and Excel.
CLASS OBJECTIVE:	The objective of this course is to teach the student the fundamentals of Word and Excel 2016.
CLASS FORMAT OVERVIEW:	Class time is spent creating documents and workbooks using Microsoft Word and Excel 2016. It is recommended that students do all of their reading prior to class to prepare for the following day's activities. See your instructor for available lab hours to complete assignments outside of regular class hours.
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 electronically according to the timeline on the syllabus. Each assignment includes Projects and a Project-Based Assessment at the end of the chapter.
ATTENDANCE:	This course is a lab class that requires daily attendance.
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: <ul style="list-style-type: none"><li>• 100-90      A</li><li>• 80-89      B</li><li>• 70-79      C</li><li>• 60-69      D</li><li>• 59 and below      F</li></ul>

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 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.
FINAL GRADE:	The grade for this class will be an average of all of the assignments submitted.
ANTICIPATED LEARNING OUTCOMES:	<p>By the end of this course, the student will:</p> <ol style="list-style-type: none"> <li>1. Learn the fundamentals of Microsoft Word 2013 including basic document creation; editing, moving, and copying text; tables, textboxes, and shapes; citations, spell check, and PDF.</li> <li>2. Format documents by changing margins, line spacing, font and font size and using tabs and indents.</li> <li>3. Learn the fundamentals of Microsoft Excel 2013 including creating, saving, and navigating a workbook, formatting, charts, and formulas.</li> <li>4. Use the Chart Wizard, edit charts, and chart data with a pie chart.</li> </ol>

## INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder in your Documents folder—Word\_Excel 2016

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

**OR**

1. **Download student data files using Chrome:** [www.pearsonhighered.com/go](http://www.pearsonhighered.com/go)
2. **Under narrow your choices, choose Office 2016**
3. Choose GO! with Microsoft 2016
4. Choose Download Data Files
5. Select Word Chapter 1
6. Starting with the Word Chapter 1 button at the bottom of the screen, click the arrow and choose Open when done
7. Click once to select w01\_student\_data\_files
8. Select Extract all Files on the Menu bar
9. Browse to find the Word/Excel 2016 folder in your Documents folder
10. Select the folder
11. OK
12. Extract (Skip the MAC files)
13. Repeat Steps 1-12 for Word Chapters 2 and 3 and Excel Chapters 1, 2, and 3
14. Close the window when finished downloading

**Do not delete your assignments until you have completed your classes at Empire College. Some files will be used for other computer courses and some files will be used for your portfolio at the end of your program.**

## MyITLab for Word/Excel 2016

### To Register for CMN192A 2016:

1. Go to [www.pearsonmylabandmastering.com](http://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: **ott14247**, 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, first select the active members link on the CMN192A—Word/Excel 2016 and look for the course ID listed above on your syllabus.
9. If you have not completed Chapter 1 in the textbook, close MyITLab and complete the textbook assignments first then log in and begin with Chapter 1 in MyITLab (instructions below)

### Logging into MyITLab using Chrome

1. Go to [www.myitlab.com](http://www.myitlab.com)
2. Select Sign In
3. Enter your username and password, and Sign In
4. Select the course name CMN192A Word/Excel 2016 and look for the course ID listed above on your syllabus.
5. Select Word 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.**

### Word Chapter 1

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 [CMN192A@empirecollege.com](mailto:CMN192A@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 CMN192A for the Subject for the Tags in "Show All Properties"**

- Textbook** Project 1A—**Flyer**—pg. 152-170 (email)
- Textbook** Project 1B—**Programs**—pg. 173-192 (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

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 [CMN192A@empirecollege.com](mailto:CMN192A@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. 216-228 (email)
- Textbook** Project 2B—**Cover Letter**—pg. 234-249 Stop after Step 9 (email)  
**Save the template to your Documents folder. Open the template from your Documents folder, not the template folder.**
  
- MyITLab** Project 2A
- MyITLab** Project 2B
  
- MyITLab** Word Chapter 2 Grader Project

### Word Chapter 3

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 [CMN192A@empirecollege.com](mailto:CMN192A@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. 274-289 (email)
- Textbook** Project 3B—**Environmental Newsletter**—pg. 295-317 Stop after step 11(email)
  
- MyITLab** Project 3A
- MyITLab** Project 3B
  
- MyITLab** Word Chapter 3 Grader Project

### Excel Chapter 1

Complete **Excel Chapter 1** textbook projects below. To submit your textbook projects, attach **BOTH 1A and 1B** to an email addressed to the grader at [CMN192A@empirecollege.com](mailto:CMN192A@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 1A—**Quarterly Sales**—pg. 350-376 Stop after step 7 (email)
- Textbook** Project 1B—**Plyo Products**—pg. 379-392 (email)
  
- MyITLab** Project 1A
- MyITLab** Project 1B
  
- MyITLab** Excel Chapter 1 Grader Project

### Excel Chapter 2

Complete **Excel Chapter 2** textbook projects below. To submit your textbook projects, attach **BOTH 2A and 2B** to an email addressed to the grader at [CMN192A@empirecollege.com](mailto:CMN192A@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—**Tree Inventory**—pg. 416-434 (email)
- Textbook** Project 2B—**Weekly Sales**—pg. 440-455 Stop after step 3 (email)
  
- MyITLab** Project 2A
- MyITLab** Project 2B
  
- MyITLab** Excel Chapter 2 Grader Project

### Excel Chapter 3

Complete **Excel Chapter 3** textbook projects below. To submit your textbook projects, attach **BOTH 3A and 3B** to an email addressed to the grader at [CMN192A@empirecollege.com](mailto:CMN192A@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—**Enterprise Fund**—pg. 482-496 (email)
- Textbook** Project 3B —**Tourism**—pg. 498-515 (email)
  
- MyITLab** Project 3A
- MyITLab** Project 3B
  
- MyITLab** Excel Chapter 3 Grader Project

### FINAL

Please email the grader at [CMN192A@empirecollege.com](mailto:CMN192A@empirecollege.com) and your **instructor** when you have completed all of your assignments in the textbook and online.

**Great job on completing this class!**