



CLASS NUMBER AND NAME:	<b>CMN310P—Comprehensive PowerPoint (2016)</b>
TOTAL CLOCK HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITE:	CMN192B—Office: An Overview of Access and PowerPoint
TEXT AND MATERIALS:	<i>GO! PowerPoint 2016 Comprehensive</i> . Gaskin & Geoghan. Pearson Education, Inc., 2017. (ISBN 978-0-13-444394-2)  USB drive (optional) and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with advanced features of Microsoft PowerPoint. Topics include: formatting, animation, video, table and charts, delivering and publishing presentations. 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 students with a variety of PowerPoint features.
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 listed for credit to be received. Any incomplete assignments will be returned to the student to be completed.
TESTING:	There will be a project/final exam at the end of this class.
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. Create, save, print, and use the ribbon and dialog boxes.
2. Format and enhance a presentation with WordArt and SmartArt.
3. Customize a presentation with video and animation.
4. Create a presentation with tables and charts.
5. Use a slide master.
6. Use a variety of pictures features including the photo album.
7. Apply slide transitions, custom animations, and hyperlinks.
8. Insert tables and charts.
9. Insert text from another program using Outline feature.
10. Create a video from PowerPoint slides.

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

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

**You can locate the textbook 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 PowerPoint**
3. Choose GO! with Microsoft PowerPoint 2016: Comprehensive 1/E
4. Choose Download Data Files
5. Select PowerPoint Chapter 4 (if you have completed CMN192B Access/PowerPoint)
6. Starting with the PowerPoint Chapter 4 button at the bottom of the screen, click the arrow and choose Open when done
7. Click once to select p04\_student\_data\_files (Chapter 1 if you did not complete CMN192B)
8. Select Extract all Files on the Menu bar
9. Browse to find the PowerPoint 2016 folder in your Documents folder
10. Select the folder
11. OK
12. Extract (Skip the MAC files)
13. Repeat Steps 1-12 for PowerPoint Chapters 4-8
14. Close the window when finished downloading and continue to the textbook assignments.

**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 CMN310P

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: **ott60041**, 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 CMN310P—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 4 in MyItLab (or Chapter 1 if you did not complete CMN192B Access PowerPoint).

## Sign in using Chrome after you have registered:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com)
2. Select Sign In
3. Enter your username and password, and Sign In
4. Select the course name CMN310P—PowerPoint and look for the course ID listed on your syllabus.
5. Select PowerPoint Chapter 4 or Chapter 1 if you did not complete CMN192B.
6. Open activity Simulation Training Projects A and B
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 4B

## 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 and choose User Guide.**

If you completed CMN192B (Access/PowerPoint), skip Chapters 1, 2, and 3 and start on Chapter 4

### PowerPoint Chapter 1

Complete **PowerPoint Chapter 1** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 1A—**lastname\_firstname\_1A\_KWT\_Overview**—pg. 58-81 (email)
- Chapter 1B—**lastname\_firstname\_1B\_Seattle**—pg. 84-100 (email)

#### MyITLab

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

### PowerPoint Chapter 2

Complete **PowerPoint Chapter 2** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 2A—**lastname\_firstname\_2A\_Safety**—pg. 124-147 (email)
- Chapter 2B—**lastname\_firstname\_2B\_Celebrations**—pg. 150-162 (email)

#### MyITLab

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

### PowerPoint Chapter 3

Complete **PowerPoint Chapter 3** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 3A—**lastname\_firstname\_3A\_Trails**—pg. 186-205 (email)
- Chapter 3B—**lastname\_firstname\_3B\_Enrollment**—pg. 208-224 (email)

#### MyITLab

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

## Start here if you completed CMN192B

### PowerPoint Chapter 4

Complete **PowerPoint Chapter 4** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

- Chapter 4A—**lastname\_firstname\_4A\_Meeting\_Presentation**—pg. 250-263 step 6 (email)
- Chapter 4A—**lastname\_firstname\_4A\_Filing\_Procedures**—pg. 263-269 (email)
- Chapter 4B—**lastname\_firstname\_4B\_Entertainment\_basics**—pg. 270-282 (email)

#### MyITLab

- Chapter 4 Simulation Training
- Grader Project 4**

### PowerPoint Chapter 5

Complete **PowerPoint Chapter 5** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 5A—**lastname\_firstname\_5A\_Cross\_Oceans**—pg. 306-327 (email)  
You will need headphones for this assignment
- Chapter 5B—**lastname\_firstname\_5B\_Jazz\_Album**—pg. 328-338 (email)

#### MyITLab

- Chapter 5 Simulation Training
- Grader Project 5**

### PowerPoint Chapter 6

Complete **PowerPoint Chapter 6** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 6A—**lastname\_firstname\_6A\_Penn\_Liberty**—pg. 360-371 (email)
- Chapter 6B—**lastname\_firstname\_6B\_Advertisement**—pg. 372-396 (email)

#### MyITLab

- Chapter 6 Simulation Training
- Grader Project 6**

### PowerPoint Chapter 7

Complete **PowerPoint Chapter 7** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 7A—**lastname\_firstname\_7A\_Job\_Database**—pg. 418-436 (email)
- Chapter 7B—**lastname\_firstname\_7B\_Demographics**—pg. 437-444(email)

#### MyITLab

- Chapter 7 Simulation Training
- Grader Project 7**

### PowerPoint Chapter 8

Complete **PowerPoint Chapter 8** in the textbook and submit both A and B together for grading to [CMN310P@empirecollege.com](mailto:CMN310P@empirecollege.com). Your subject line must include your first and last name, the assignment number, and course name. The body of the email must include your instructor's name, room number, class period, and the version of software you are using.

#### Textbook

- Chapter 8A—**lastname\_firstname\_8A\_Demographics**—pg. 468-474 (email)
- Chapter 8A—**lastname\_firstname\_8A\_Outline**—pg. 475(email)
- Chapter 8A—**lastname\_firstname\_8A\_Picture**—pg. 476-477 step 6 (email)
- Chapter 8A—**lastname\_firstname\_8A\_Video**—pg. 477-478 step 4 (email)
- Chapter 8A—**lastname\_firstname\_8A\_Handouts**—pg. 478-479 (email)
- Chapter 8B—**lastname\_firstname\_8B\_Pro prospective\_Students**—pg. 480-492 (email)

#### MyITLab

- Chapter 8 Simulation Training
- Grader Project 8**

**When you have completed all of your assignments, projects, and exams, email the grader and check-in with your instructor to let them know you are finished.**

**Your next class should be the PowerPoint Cert Prep class—CMN320D (GMatrix).**

**Great job on completing the class!**