

CLASS NUMBER AND NAME:	CMN310W—Comprehensive Word
TOTAL CLOCK HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITE:	CMN192A—Office: An Overview of Word & Excel
TEXT AND MATERIALS:	<i>GO! Word 2013 Comprehensive</i> . Gaskin. Pearson Education, 2014. (ISBN 9780133417463)  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 held 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

**GRADING:**

of the module.

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 2013.
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 folder on your USB drive—Word Comprehensive 2013.

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

OR

Using Chrome, log into: [http://wps.pearsoned.com/bp\\_go\\_ms\\_word\\_2013\\_comp/](http://wps.pearsoned.com/bp_go_ms_word_2013_comp/)

Select Student Data Files

1. Select Word chapter 4 (If you have not completed Chapters 1-3 in a prior course, begin with Chapter 1).
2. Starting with Word Chapter 4 button at the bottom of the screen, click the drop-down arrow and choose Open
3. Click once on w04\_student\_data\_files
4. Select Extract all Files on the Menu bar
5. Browse to find the Word Comprehensive 2013 folder on your USB drive
6. Select the folder
7. OK
8. Extract.
9. Do you want to copy without encryption? Click YES, if this message appears. 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 2013

### To Register for CMN310W

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: **ott65886**, 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 and look for the course ID listed on your syllabus.
8. If you have not completed Chapter 4 in the textbook, close MyITLab and complete the textbook assignments and then log in and begin with Chapter 4 in MyITLab. If you have not completed CMN192A, start with Chapter 1.

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

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com)
2. Select Sign In
3. Enter your username and password, and Sign In

Select the course name CMN310W—Word and look for the course ID listed on your syllabus.
4. Select Word Chapter 4
5. Open activity 1A
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 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 (Skip to Chapter 4 if you have taken CMN192A)

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) (**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.

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

- Textbook Project 1A—Flyer**—pg. 122-137 (email)
- Textbook Project 1B—Programs**—pg. 140-156 (email)
  
- MyITLab Project 1A** (Hint: Scroll to find the Word 2013 tile)
- 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)

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, and the assignment number. The body of the email must include your instructor's name, room number, and class period.

- Textbook Project 2A —Resume**—pg. 180-190 (email)
- Textbook Project 2B—Cover Letter**—pg. 195-209 (email)  
**Save your template to your USB drive. Instead of opening your template from the Templates folder on the computer, you will open it using your USB drive.**
  
- MyITLab Project 2A**
- MyITLab Project 2B**
  
- MyITLab Word Chapter 2 Grader Project**

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

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, and the assignment number. The body of the email must include your instructor's name, room number, and class period.

- Textbook Project 3A—Quantitative Technology**—pg. 238-251 Step 8 (email)
- Textbook Project 3B—Labels, Address List, and Newsletter**—pg. 255-274 (email)  
**For the screen shot on page 265, use the Web page indicated in the textbook.**
  
- MyITLab Project 3A**
- MyITLab Project 3B**
  
- MyITLab Word Chapter 3 Grader Project**

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

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 course name. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 4A—**Customer Handout**—pg. 234-248 (email)
- Chapter 4B—**Planning Memo**—pg. 249-252 (email)
- Chapter 4B—**Planning Revised**—pg. 252-254 (email)
- Chapter 4B—**Chart Template**—pg. 254-263 (email)

- MyITLab Chapter 4 Topic-Based Simulation Training**
- Grader Project 4**

### Word Chapter 5

Complete **Word Chapter 5** 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, course name, and version of word. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 5A—**Product Summary**—pg. 282-298 (email)

- MyITLab Chapter 5 Topic-Based Simulation Training**
- 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 6A—**Building Blocks**—pg. 332-339 (email)

**If you are using the computer lab, you must complete this assignment in one sitting.**

- Chapter 6A—**February Newsletter**—pg. 342-346 (email)
- Chapter 6B—**Events Schedule**—pg. 347-360 (email)
- Chapter 6B—**Schedule Revisions**—pg. 360-361 (email)
- Chapter 6B—**Schedules Combined**—pg. 361-365 (email)

- MyITLab Chapter 6 Topic-Based Simulation Training**
- 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### **Textbook**

- Chapter 7A—**Home Page**—pg. 387-398 (email)
  - Chapter 7A—**Blog Post**—pg. 398-400 (email)
  - Chapter 7B—**FAQ List**—pg. 402-414 (email)
  - Chapter 7B—**FAQ List RTF**—pg. 415 (email)
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- MyITLab Chapter 7 Topic-Based Simulation Training**
  - 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### **Textbook**

- Chapter 8A—**Letters Merged**—pg. 436-444 (email)
  - Chapter 8A—**Envelopes Merged**—pg. 444-447 (email)  
Skip step 19 on page 447
  - Chapter 8B—**Cruise Clients**—pg. 449-454 (email)
  - Chapter 8B—**Postcards Merged**—pg. 454-456 (email)
  - Chapter 8B—**List Merged**—pg. 456-461 (email)
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- MyITLab Chapter 8 Topic-Based Simulation Training**
  - 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### **Textbook**

- Chapter 9A—**Survey Template**—pg. 484-496 (email)
  - Chapter 9A—**Survey Completed**—pg. 496-498 (email)
  - Chapter 9B—**Moving Agreement**—pg. 499-507 (email)
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- MyITLab Chapter 9 Topic-Based Simulation Training**
  - 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 10A—**Autumn Schedule**—pg. 532-549 (email)
- Chapter 10A—**Teens**—pg. 532-549 (email)
- Chapter 10B—**Reference Guide**—pg. 550-557 (email)
  
- MyITLab Chapter 10 Topic-Based Simulation Training**
- 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 11A—**Survey Memo**—pg. 590-597 (email)
- Chapter 11A—**Survey Results**—pg. 597-599 (email)
- Chapter 11A—**Participant Survey**—pg. 599-601 (email)
- Chapter 11B—**Fair Flyer**—pg. 602-619 (email)
- Chapter 11B—**Fair Memo**—pg. 603-619 (email)
- Chapter 11B—**Screen Captures**—pg. 603-619 (email)
  
- MyITLab Chapter 11 Topic-Based Simulation Training**
- 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 course name. The body of the email must include your instructor's name, room number, and class period.

#### Textbook

- Chapter 12A—**Planning Outline**—pg. 642-654 (email)
- Chapter 12B—**Park Brochure**—pg. 655-665 (email)

**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!**