

CLASS NUMBER AND NAME:	CM192A—MICROSOFT OFFICE PROFESSIONAL An Overview of Word and Excel
TOTAL CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	CM127A or CM127T—Beginning Keyboarding or equivalent
TEXT AND MATERIALS:	<i>GO! Office 2010 Volume 1</i> . Gaskin & Ferrett. Pearson Publishing, 2011. USB drive and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with Microsoft Word and Excel. 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 2010.
CLASS FORMAT OVERVIEW:	Class time is spent creating documents and workbooks using Microsoft Word and Excel 2010. 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.
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. Incompletes will be given on an individual basis according to the requirements listed on the Incomplete form. If you do not complete the class during the scheduled module, you may submit an Incomplete form for consideration. If granted, you will have one additional mod to complete the work; otherwise, you will need to restart the class again at the beginning of the syllabus. Incomplete classes will need to be completed on your own time and finished by the end of the extended mod.

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

TESTING:

There will be a final project at the end of this class.

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.

FINAL GRADE:

The grade for this class will be based upon the graded assignments (75%), and the final exam/project(s) (25%).

ANTICIPATED LEARNING OUTCOMES:

By the end of this course, the student will:

1. Learn the fundamentals of Microsoft Word 2010 including basic document creation and editing, moving and copying text, using spell check, grammar checker and the thesaurus.
2. Format documents by changing margins, line spacing, font and font size and using tabs and indents.
3. Learn the fundamentals of Microsoft Excel 2010 to include the basics of spreadsheet creation: formatting cells, columns and rows, using the fill handle, Function wizard, and table lookup.
4. Use the Chart Wizard to create and edit charts.

Microsoft Word and Excel 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your USB drive called MyITLab

Open the Internet Explorer and enter the URL address: www.pearsoncustom.com/customphit/datafiles

On the left side menu under Office 2010 Student Data Files, choose GO! Series

Under the GO! Series 2010 on the right, choose:

Gaskin/Ferrett/Vargas/McLellan, GO! with Microsoft Office 2010 Volume 1, 1/e, 0132454467, then Save

Navigate to the MyITLab folder you created on your USB drive, then Save

After download is complete, then Close

Open the Zipped folder on your USB drive

Choose Extract all files under Folder Tasks on the left side menu, then choose Next

Browse to find your folder you created on your USB drive, select the folder, then choose OK

Choose Next and Finish

After the files are unzipped, open the go_office2010_volume1_1e_0132454467 folder on your USB drive, then Student Data Files, then 02_Word to locate your files.

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 INSTALLER AND LAUNCH TOOL FOR HOME USE

Use this link if you working on your home computer:

http://www.myitlab.com/Home_Computer_Set-Up

NEED MORE HELP?

Additional help can be found on www.MyITLab.com on the Support Tab under Student Support

Submitting Documents for Grading by Email

Email address:	cm192a@empirecollege.com
Attach:	<p>Attach all assignments to an email sent to cm192a@empirecollege.com.</p> <ul style="list-style-type: none">•
Subject Line:	<p>The email subject line should include</p> <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting <p>Example: Jane Doe-Chapter 1-Assignment 1</p>
Body of Email:	<p>The body of the email must include your instructor's name, room number, and class period.</p> <p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the assignments attached as listed in the syllabus.</p>

Week 1—Word—Chapter 1

Complete **Word Chapter 1** projects below from the textbook using MS Word 2010 and the files downloaded from www.pearsoncustom.com/customphit/datafiles. The instructions for downloading the files are on page 3.

- Project 1A Flyer
- Project 1B Information Handout

To submit your assignments, attach 1A and 1B to an email addressed to the grader at cm192a@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.

Complete the first optional training in MyItLab before beginning the graded project for this first chapter. The training projects in MyItLab are optional but are useful in preparing you for the graded assignment below. To access MyItLab for the first time, you will need to register using the instructions on page 7. If you have difficulty with the graded projects, please use the training to assist you.

- Project 1A completed in MyItLab (optional). Designed to reinforce skills and prepare for the graded project.
- Project 1B completed in MyItLab (optional).

Complete the graded project in MyItLab. The instructions for using the Grader begin on page 8 of the syllabus.

- Word Chapter 1 Graded Project [Assessment] in MyItLab

Week 2—Word—Chapter 2

Complete **Word Chapter 2** projects below from the textbook. Email the completed projects to the grader at cm192a@empirecollege.com.

- Project 2A Resume
- Project 2B Cover Letter and Resume

- Project 2A completed in MyItLab (optional). Designed to reinforce skills and prepare for the graded project.
- Project 2B completed in MyItLab (optional).

Complete the graded project in MyItLab.

- Word Chapter 2 Graded Project [Homework] in MyItLab

Week 2—Word—Chapter 3

Complete **Word Chapter 3** projects below from the textbook. Email the completed projects to the grader at cm192a@empirecollege.com.

- Project 3A Research Paper
- Project 3B Newsletter with Mailing Labels

- Project 3A completed in MyItLab (Optional). Designed to reinforce skills and prepare for the graded project.
- Project 3B completed in MyItLab (Optional).

Complete the graded project in MyItLab.

- Word Chapter 3 Graded Project [Assessment] in MyItLab

Week 3—Excel—Chapter 1

Complete **Excel Chapter 1** projects below from the textbook. Email the completed projects to the grader at cm192a@empirecollege.com.

- Project 1A Sales Report with Embedded Column Chart and Sparklines
- Project 1B Inventory Valuation

- Project 1A completed in MyItLab (Optional). Designed to reinforce skills and prepare for the graded project.
- Project 1B completed in MyItLab (Optional).

Complete the graded project in MyItLab.

- Excel Chapter 1 Graded Project [Assessment] in MyItLab.

Week 4—Excel—Chapter 2

Complete **Excel Chapter 2** projects below from the textbook. Email the completed projects to the grader at cm192a@empirecollege.com.

- Project 2A Inventory Status Report
- Project 2B Weekly Sales Summary

- Project 2A completed in MyItLab (Optional). Designed to reinforce skills and prepare for the graded project.
- Project 2B completed in MyItLab (Optional).

Complete the graded project in MyItLab.

- Excel Chapter 2 Graded Project [Assessment] in MyItLab

Week 5—Excel—Chapter 3

Complete **Excel Chapter 3** projects below from the textbook. Email the completed projects to the grader at cm192a@empirecollege.com.

- Project 3A Budget Pie Chart
- Project 3B Growth Projection with Line Chart

- Project 3A completed in MyItLab (Optional). Designed to reinforce skills and prepare for the graded project.
- Project 3B completed in MyItLab (Optional).

Complete the graded project in MyItLab.

- Excel Chapter 3 Graded Project [Assessment] in MyItLab

Week 5—FINAL

Complete the following projects for your final using MyItLab. Choose the Word/Excel Final Folder and follow the instructions for using the Grader beginning on page 8 of the syllabus.

- Word Volume 1 Graded Project [Capstone] in MyItLab
- Excel Volume 1 Graded Project [Capstone] in MyItLab

When you have completed all of your assignments, final projects, and exams, email the grader at cm192a@empirecollege.com to state you have completed everything in the class. Remember to check your email to make sure you do not have to resubmit any assignments.

Welcome to MyItLab!

To access your MyItLab online course for the first time, you will need to register using the directions below. Whenever you want to use MyItLab after that, you just need to log in.

TO REGISTER FOR MYITLAB

To register, you will need a student access code and a course ID (provided by your instructor). If you purchased a new textbook, it should have come with a Student Access kit that contains a code you can use to register.

Course ID: CRSABWF-821769

Course Name: CM192A Word/Excel 2010

1. Start Internet Explorer and go to www.MyITLab.com. Click the Student button, under Register.
2. Select “Yes, I have an access code.”
3. Agree to the License Agreement and terms by clicking I Accept.
4. If you do not have an account, click the **No** option, and enter your desired login name and password. Re-type your password.

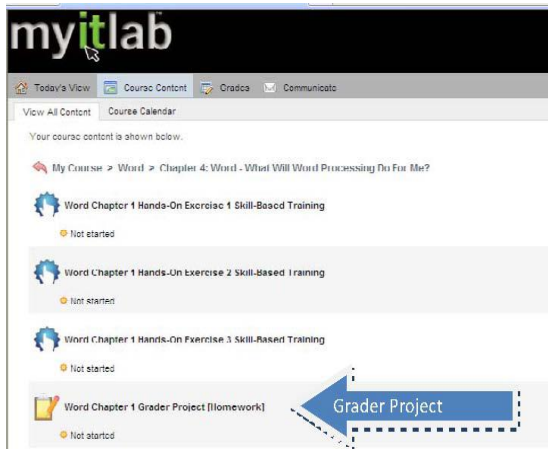
For your login name, please use your first and last name all lowercase no spaces and your student ID for your password.

Login name: _____
Password: _____

5. Enter your Access Code from the MyITLab Student Access Kit.
6. On the Account Information page, enter your first and last name and email. Click Next.
7. In the School Location section, select your country and enter your school’s ZIP or postal code—95403.
8. Select your school from the list.
9. Select a Security Question and enter the answer. Click Next.
10. A Confirmation and Summary page displays indicating your registration is successful! This information will also be emailed to you.
11. Click Log in Now to log into MyITLab.
12. On the My Courses page, click **Enroll in a Course** and enter the Course ID provided to you by your instructor—it will be: **CRSABWF-821769**. Click Submit.
13. On the Confirm Course page, verify the course and instructor are correct. Click Submit.

Instructions for working with Grader in MyItLab

1. **Login** into **MyItLab** using your login name and password
2. Click on **Course Content** and **View all Content** and navigate to the **Grader Projects**
3. **Click** to open the **Grader Project**. You will be taken to a screen displaying a **3 Step Process**:



Step 1—Download the Instructions and Data File(s)

You will have 2 types of files to download:

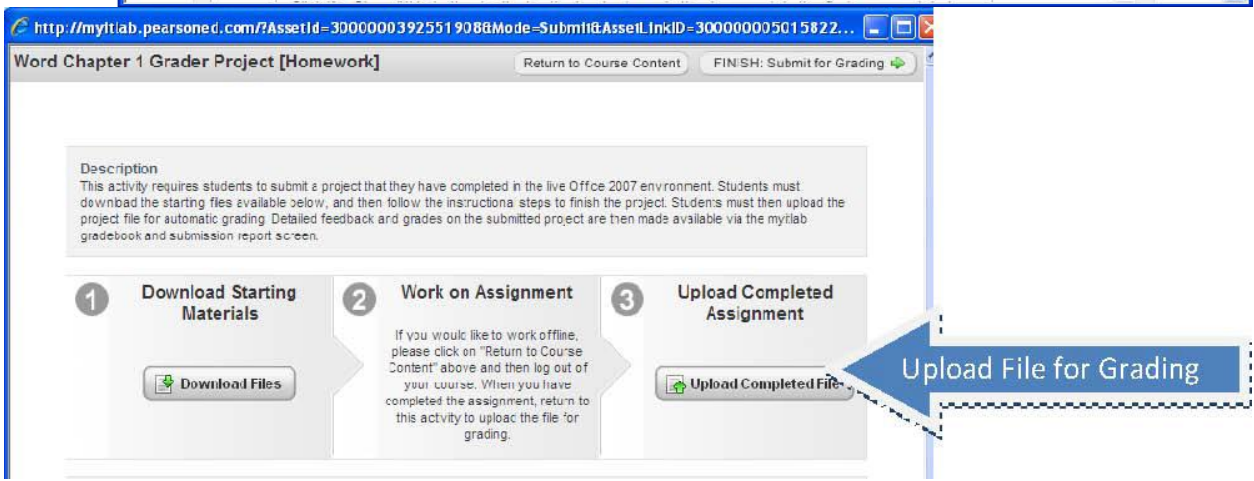
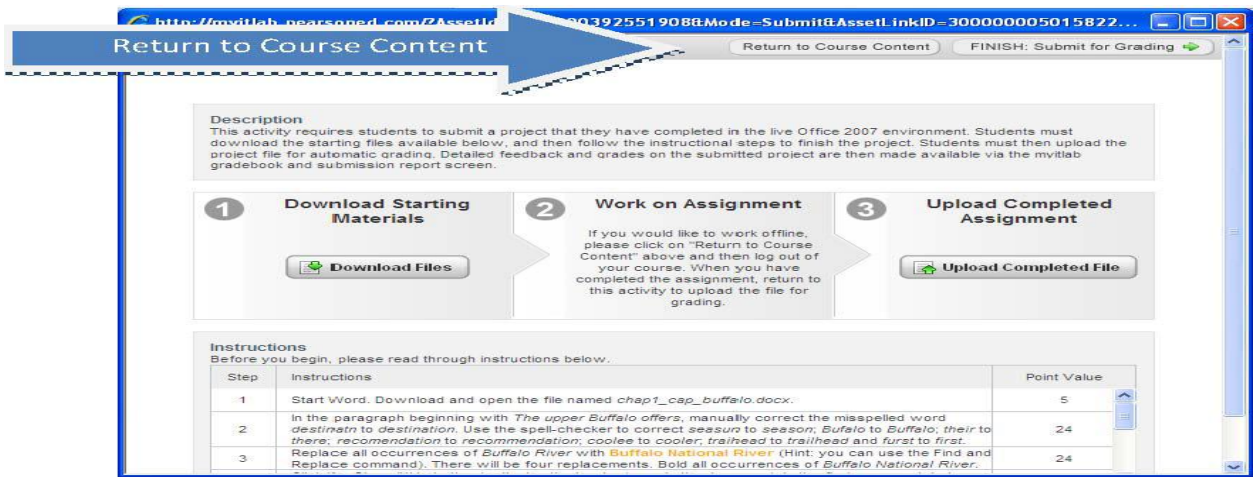
The Instruction file(s): This can be directly opened and printed for your use, or you may choose to save it to your USB drive.

The Assignment Starter File(s): You must always download all data files and **save to your USB drive** before doing any work on the file. **DO NOT** open it here—if you do, you will not be able to save changes made to this file.

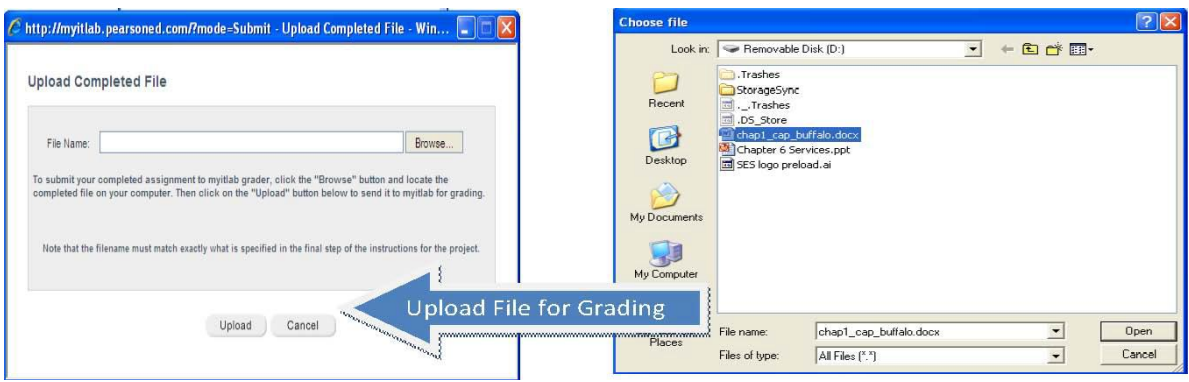


Minimize the Window.

Step 2—Complete the Assignment in a "live" version of the Office Software. When you are finished, be sure to **SAVE** the file with your changes – do not use the **SaveAs** command or change the file name. Select the **Return to Course Content** button to exit Grader if you want to exit without submitting a file to be graded.



Browse to your USB drive to find the completed copy of the Grader file. Double click the file to open it. The file must have the EXACT file name as required by the project instructions.



To submit the assignment for grading, click the **"FINISH: Submit for Grading"** button at either the top or the bottom of the screen.

http://myitlab... ID=300000005015822...
 Word Chapter Finish Submission of File - Submit FINISH: Submit for Grading

Your completed file has been successfully uploaded. You MUST also click the "Submit for Grading" button to send the file to myitlab:grader for processing.

Description
 This activity requires students to submit a project that they have completed in the live Office 2007 environment. Students must download the starting files available below, and then follow the instructional steps to finish the project. Students must then upload the project file for automatic grading. Detailed feedback and grades on the submitted project are then made available via the myitlab gradebook and submission report screen.

1 Download Starting Materials **2 Work on Assignment** **3 Upload Completed Assignment**

1 Download Files **2 Upload Completed File**

If you would like to work offline, please click on "Return to Course Content" above and then log out of your course. When you have completed the assignment, return to this activity to upload the file for grading.

Instructions
 Before you begin, please read through instructions below.

Step	Instructions	Point Value
1	Start Word. Download and open the file named <i>chap1_cap_buffalo.docx</i> .	5
2	In the paragraph beginning with <i>The upper Buffalo offers</i> , manually correct the misspelled word <i>destinatr</i> to <i>destination</i> . Use the spell-checker to correct <i>season</i> to <i>season</i> ; <i>Bufo</i> to <i>Buffalo</i> ; <i>their</i> to <i>there</i> ; <i>recomendation</i> to <i>recommendation</i> ; <i>coolee</i> to <i>cooler</i> ; <i>trailhead</i> to <i>trailhead</i> and <i>furst</i> to <i>first</i> .	24

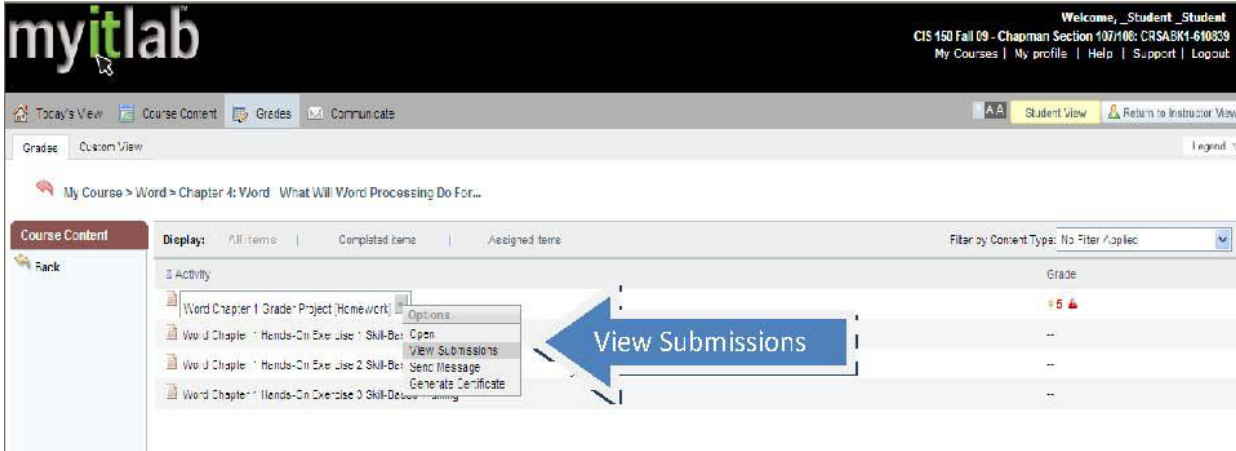
When your project has been submitted, you will receive a message indicating that it has been submitted for grading.

Click on the **Return to Course Content** button to return to your MyItLab course materials.

Viewing your Grader Results:

You can view details of your submission directly from your course.

1. When you return to the **Course Content** page, locate the **Grader Project** you have completed, hover over the name of the assignment to bring up the **Options** menu, and select **View Submissions**.



The screenshot shows the myitlab interface. At the top, there's a navigation bar with 'Today's View', 'Course Content', 'Grades', and 'Communicate'. Below that, a breadcrumb trail reads 'My Course > Word > Chapter 4: Word: What Will Word Processing Do For...'. The main area is titled 'Course Content' and shows a list of activities. The first activity is 'Word Chapter 1 Grader Project (Homework)'. A mouse cursor is hovering over this activity, which has opened an 'Options' menu. The 'View Submissions' option is highlighted in blue. A large blue arrow points from the 'View Submissions' text to the 'View Submissions' option in the menu. Other options in the menu include 'Open', 'Send Message', and 'Generate Certificate'. The 'Grade' column for this activity shows '5'.

The initial **Score Card Data** report shows you how many points you have earned for each step of the project as well as the maximum amount of points possible for each step. Your score is shown as a percent.

Click on the **Summary Report** link to see additional details. Many of the steps in each project contain more than one part, and Grader allows for partial credit to be awarded. The **Summary Report** allows you to see exactly where *within* each step you lost points.

CM192A Evening Schedule

6-Week	3-Week	
Week 1	Week 1	Assignment 1 Word Chapter 1
Week 2		Assignment 2 and 3 Word Chapter 2 and 3
Week 3	Week 2	Assignment 4 and 5 Excel 1 and 2
Week 4		Assignment 6 Excel Chapter 3
Week 5	Week 3	Assignment 7 Final
Week 6		Assignment 7 Final